



Application Pack

Retreat Facilitator

March 2026

A Warm Welcome from our YMT Chief Executive Officer

Thank you for taking the time to find out more about the Youth Ministry Trust (YMT) and the role you are considering.

At YMT, our mission is rooted in helping young people encounter Christ and feel fully part of the life of the Church. Based at the Emmaus Youth Village in County Durham, we have the joy and privilege of welcoming thousands of young people each year through retreats, festivals, outreach, and diocesan initiatives. Our work continues to grow in both scale and depth, and it remains a vital expression of the Church's commitment to forming and accompanying the next generation.

We are blessed with a dedicated team who serve with generosity, creativity, and a real heart for mission. The role you are applying for plays an important part in this ministry. It contributes directly to the support, hospitality, and formation we offer to schools, parishes, and young people across the Diocese of Hexham and Newcastle.

As we look to the future, YMT is entering an exciting period of development, strengthening our retreat programme, expanding our work in schools, nurturing leadership among young people, and deepening our collaboration with diocesan departments and partners. We are looking for someone who shares this vision and feels called to be part of a team that places faith, service, and community at the centre of everything we do.

If what you read resonates with you, I warmly encourage you to consider applying. Should you wish to talk further or find out more about the role or the wider work of YMT, please feel free to get in touch through phillip.salkeld@ymt.org

With my very best wishes,

Phillip Salkeld

CEO of The Youth Ministry Trust

About the Youth Ministry Trust

Surrounded by the hills and valleys of the beautiful Derwent Valley countryside YMT's Mission is rooted in helping young people encounter Christ and feel fully part of the life of the Church. Based at the Emmaus Youth Village in County Durham, we have the joy and privilege of welcoming thousands of young people each year through retreats, festivals, outreach, and diocesan initiatives. Our work continues to grow in both scale and depth, and it remains a vital expression of the Church's commitment to forming and accompanying the next generation.

YMT was established as a charity in 2012 and is a subsidiary of the Diocese of Hexham and Newcastle. Its role is to be the youth service of the Diocese, delivering the Bishop's Vision and mission for young people.

In 2010, the Emmaus Village was opened and is still a flagship for youth ministry across England and Wales. This residential centre allows the YMT to offer a holistic experience that leaves a lasting impact, helping young people from diverse backgrounds explore faith and life issues in a meaningful and interactive way.

The Emmaus Village has four purpose-built chalets, accommodating up to 88 people, and is situated in 20 acres in the picturesque Derwent Valley in Allensford, Consett.



Our Values

Our Values are very important to us, guiding our work and our actions, whilst our Culture Canvas provides us with a framework to which we are all committed enabling delivery on our Vision and our Values.

Integrity

Compassion

Respect

Trust

Service

Our Vision

We commit to:

To Walk with Jesus and Enable Others to Encounter Him

To Grow as One Diocesan Family

To form and develop People for Mission.

To live Justly and Care for Our Common Home

JOB DESCRIPTION

Job title:	Retreat Facilitator
Employer:	Youth Ministry Trust
Location:	Emmaus Village, Pemberton Road, Allensford, Consett, County Durham DH8 9BA
Reporting to:	Chief Executive Officer, Youth Ministry Trust (YMT)
Responsible for:	The Retreat Facilitator will plan, deliver, and evaluate retreats and programmes, playing a crucial role in the evangelisation and spiritual formation of young people. You will provide this both administratively and operationally. As part of the YMT community at Emmaus Youth Village, you will actively contribute to developing community. Additionally, you will oversee weekend ministry and non-ministry groups, ensuring a positive, welcoming, and spiritually enriching experience for all participants and visitors.
Lateral Responsibilities	Visitors, Guests, Clergy, School Teachers, overseeing events and activities.
Salary	Grade 2 £25,350 per annum.

CORE COMPETENCIES

Youth Engagement	Relationship Management	Group Facilitation Skills
Safeguarding and Risk Management	Collaboration	Professional Conduct
Creative	Planner and Organiser	Problem Solver
Communicative: Written Spoken Interpersonal Impeccability	Customer Focused	Accountable
Systematic	Detail Oriented	

CORE BEHAVIOURS

You will be the kind of person who is outgoing, friendly and welcoming. With a can do, will do attitude. Committed to continuous improvement, your attitude is proactive and positive.

Resilient	Professional	Friendly
Confident	Coordinated	Active
Participative	Efficient and Effective	Adaptable
Builds Trust	Welcoming	Energetic
Compassionate	Honest	Sociable
Flexible	Approachable	Dedicated
Confidential	Understanding	Calm
Reliable	Respectful	Team Player
Discerning		

KEY RESPONSIBILITIES

Retreats and Programme Delivery:

- To plan, deliver, and evaluate dynamic and engaging retreat programmes at Emmaus Youth Village, Diocesan schools, parishes, and other locations.
- To ensure retreats effectively communicate Catholic teachings and inspire faith by leading prayer, worship, and spiritual reflections tailored to the needs of young participants.
- To work collaboratively with the CEO and Bookings Administrator in the absence of the Retreat Coordinator and Retreat Development and Outreach Coordinator, as well as the YMT Intern cohort.
- To ensure that you undertake the following:
 - (i) Welcome all guests and visitors, ensuring they check in to the building by completing the visitors' book and issuing a security badge.
 - (ii) Liaising with Teachers and group leaders to ensure a seamless stay at YMT.
 - (iii) Prepare events and activities in accordance with the CEO and Bookings Administrator.
 - (iv) Cross check all bookings to ensure accuracy of attendees by group and by activities.

- (v) Cross check all catering requirements with the Hospitality Manager, including special dietary needs.
- To lead and engage in team prayer, spiritual formation, and community-building activities, actively participating in and contributing to the spiritual and social life of the YMT community.

Financial and Administration Support:

- To undertake tasks and duties delegated by the Bookings Administrator which may include some or all the following:
 - (i) Assisting with all reception duties, including but not limited to:
 - Checking deliveries
 - Responding to questions and queries in a timely manner
 - Answering the telephone
 - Copying materials including programmes, events and other interactive materials, pamphlets, song sheets and prayers.
- Raising invoices for schools, groups, and events using Xero.
- Assisting with deposits, final payments, and additional charges (e.g. meals, accommodation) are processed accurately.
- When and if requested, to reconcile payments, passing these on to the Bookings Administrator for follow up.
- To assist in effectively managing petty cash records, including float preparation and safe counts.
- To support the Bookings Administrator and the CEO by providing basic financial information.
- Assisting the Bookings Administrator with administering and tracking registrations and payments for YMT initiatives, including the John Paul II Award Scheme and the Faith in Action Award.

Weekend and Group Management:

- To provide pastoral care, oversight, and hospitality for weekend ministry and non-ministry groups.

- To act as the main point of contact and be the go-to person during residential weekends. Please refer to occupational requirements in the Person Specification.
- To comply with all food safety standards as set and agreed in the YMT Food Safety Policy to ensure high standard of safety, care, and hospitality for all visitors to Emmaus Village.

Promotion and Outreach:

- To assist in promoting Retreats, Outreach, Youth Ministry Events, and the Youth Ministry Internship Programme.
- To encourage and maintain positive relationships with schools, the Diocese and Diocesan groups.
- To coordinate external communications such as school mailings and event information packs.
- To support social media scheduling and basic content posting using approved templates and guidance.

This Job Description is intended to provide an outline of the role. It is not therefore absolute and as such the postholder must be willing to assist with other task and duties which are deemed reasonable and just to fulfil the requirements of the Retreat Facilitator position.

In addition, the postholder must comply with all YMT and Diocesan Policies and Procedures, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection. Employees are expected to maintain confidentiality and uphold YMT's ethos at all times. Flexibility in working hours is required during peak periods such as festival season or major Diocesan events.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
A good level of general education	
Excellent IT skills, including Microsoft Office Suite	Use of other packages such as Canva, CRM and other
Enthusiastic commitment to evangelisation and mission within the Catholic Church.	Experience in a charity, education, or faith-based organisation.
Experience in youth ministry, retreats, or equivalent pastoral activities.	Qualifications or experience in Theology, Youth Ministry, or related fields. Experience in leading prayer, worship, or music ministry.
Strong interpersonal and communication skills, experience inspiring and engaging young people.	
This is a faith based role requiring the person to be empathetic with the teachings of the Catholic faith.	
Administrative experience with excellent organisational and attention-to-detail skills.	Some knowledge of how SaaS finance system works.
Proven ability to manage multiple tasks and meet deadlines.	
The ability to run faith based or similar group activities	Experience of organising meetings and events.
Enthusiasm and commitment to collaborative teamwork and community life.	
Ability to be ready, willing and able to be on call 24 hours a day when on duty.	Ability to reside onsite (live in) at Emmaus Village.
Willing and able to work some weekends and evenings when required to do so which could include Public holiday and at various times throughout the year.	

ESSENTIAL	DESIRABLE
Able to manage own workload Committed and responsible as such experiencing of developing and running group participative activities where art, creativity, inspiration and faith play a key role.	
Understanding of confidentiality, safeguarding, and data protection requirements (GDPR).	Awareness of UK safeguarding policies and safer working practices.
Professional and effective communication skills which means reaching audiences of all levels.	
Fluent Ability to work to variable deadlines Self-motivated Proactive Agile	
Demonstrates high standards Compassionate and understanding Courteous and hard working	
Resilient Professional Friendly Confident Coordinated Participative Efficient and Effective Adaptable Welcoming Energetic Compassionate Honest Sociable Flexible Approachable Dedicated Confidential	
Experienced in office services answering the telephone check in and check out services security protocols	UK driving licence.

The job holder is required to be supportive of and sympathetic to the Catholic faith.

How to apply for the Role of Retreat Facilitator

On behalf of Phill, I'd like to extend my own personal welcome and to thank you for the interest you have shown in YMT and our newest vacancy.

As the Head of Human Resources for the Diocese of Hexham and Newcastle I also look after YMT and in doing so, I am delighted to be supporting Phill, to recruit a Retreat Facilitator within the YMT.



This is a great opportunity to work in a unique and beautiful place supporting young people in their faith journey.

I am exceptionally passionate about equality of opportunity, diversity and inclusion and as such for disabled, neurodiverse and other candidates requiring reasonable adjustments we will accommodate those needs in the best way we can. If you need to submit your application in another format, please contact me.

The Retreat Facilitator undertakes a multifarious role, so no two days are the same. You will find yourself answering telephone enquiries, checking visitors into the village, maintaining efficient records, all at the same time as designing and developing fun and engaging group work for the children who join us on retreat.

If music and laughter is what you're after, and you enjoy working with others, engaging, having fun, working hard but with heart and purpose, then the village life could be for you.

Everything you need to know is contained in this Applicant Pack, however, if a chat with Phill or I would help, please do not hesitate in contacting either of us. We can be contacted by email on phillip.salkeld@ymt.org (Phill) or annie.leaver@diocesehn.org.uk (me).

Finally, may I wish you the very best of luck with your application.

Best wishes and warm regards,

Annie

Application Process

- (i) Complete the YMT Application Form.
You must complete every section of the Application Form. Incomplete Application Forms will be disregarded.
- (ii) We would like a one page (A4) Supporting Statement detailing how and why your experience meets the Essential Criteria of the Person Specification. You should tell us your workplace or volunteering examples set against our Values and the core competencies and behaviours noted in the Job Description. Finally, you should tell us why you want to work for us and particularly the Youth Ministry Trust.
- (iii) Details of two people we may approach for references, one of which must be your current or most recent employer, another can be a character referee. The character reference must be a person of good character or profession.
- (iv) Applications should be emailed to annie.leaver@diocesehn.org.uk.
- (v) The closing date for applications is 17th March 2026. Applications received after this time cannot be accepted. In addition, we reserve the right to close this vacancy early and should we do this the advert will be removed from all job boards.

Shortlisting

Shortlisting for the position will be completed on 23rd March 2026 Candidates will be notified 23rd March 2026 if they have been shortlisted.

Interview Date

Interviews will take place on Friday 27th March or Monday 30th March 2026 so please keep those dates free as this is the only time we are interviewing for the post as such you should be available should you be shortlisted for the post.

Important Information:

The successful candidate must:

- (i) Return two references deemed acceptable by YMT and the Diocese.
- (ii) Show evidence of the right to work in the UK as this is a prerequisite of the role.
- (iii) Provide a satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).
- (iv) Comply with The Rehabilitation of Offenders Act 1974.

This post may subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment, but you must declare this in writing at the appropriate stage during the recruitment process. Further information can be found on this website: https://assets.publishing.service.gov.uk/media/653f7e52d10f3500139a6b20/30102023_Guidance_on_the_Rehabilitation_of_Offenders_Act_1974_and_The_Exceptions_Order_1975.pdf

- (v) General Data Protection Regulations (GDPR) 2018. We undertake to destroy by a secure and confidential manner all applications which are not shortlisted. For candidates who are shortlisted and interview we will ask whether you wish your details to be destroyed or held for six months before being expunged by confidential means in accordance with GDPR 2018. Our candidate privacy notice is available on our website.
- (vi) Be comfortable being on call 24 hours a day when on duty and ideally residing at the Emmaus Village at a cost of £1,000 per annum including all amenities, food and accommodation.