



*Living Community
Serving with love*

Recruitment pack

Programme & Community lead



The British Province of Carmelites

A simple and hopefully helpful description of Carmel (ite) ...

The Carmelite Order is part of the Catholic Church and traces its beginnings to hermits who lived on Mount Carmel in late twelfth century Holy Land. They sought God in prayer, simplicity and community, inspired by Elijah and Mary. Today, Carmel is a worldwide family of friars, sisters and lay people, who continue that same call: to pray, live together in faith, serve others and share God's love.

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A brief introduction to 'The Friars', Aylesford ...

Set in the heart of Kent, The Friars is an ancient Carmelite religious house dating back to the thirteenth century. Over the centuries and in recent years, it has grown into a centre of pilgrimage and welcome, drawing people of all ages and backgrounds. Many come to enjoy the peaceful grounds, while others take part in prayer, services and retreats, all experiencing the hospitality and peace that the Friars continues to offer.



Introduction

The British Province of Carmelites is creating new opportunities to journey with young people and young adults, valuing the gifts, hopes and questions each person brings.

Rooted in the Carmelite charism, this initiative is about walking side by side in meaningful ways: listening, supporting and growing together in understanding, faith, friendship and ministry.

At the heart of this work is the Simon Stock Community, a residential young adult community at The Friars, Aylesford. Each year, a small group shares daily prayer, community life, formation and ministry particularly with School, Parish and University groups. A wider network of associates and advocates also connects through prayer, reflection, volunteering, support and shared experiences.

Together, we seek to build a community that welcomes others, strengthens belonging, supports wellbeing and inspires each person to recognise their significance, knowing that every life has meaning, that lives can be enriched through genuine encounter with Jesus Christ, and that together we can make a positive difference in the world.

Unpacking some words...

Charism – a distinct gift of the Holy Spirit, given to individuals or Religious Orders for the good of the Church and the world.

Formation – personal and spiritual growth.

Ministry – sharing our gifts to support others, live out our faith and make a difference in people's lives.

Programme & Community Lead Overview



Thank you for your interest in the role of Programme and Community Lead.

This is an exciting opportunity to help establish and grow the Simon Stock Community and a new centre for youth and young adult ministry at The Friars, Aylesford. At the heart of this vision is a residential gap year programme where young adults share daily life, prayer and service, alongside an emerging ministry of retreats, programmes, events and outreach that welcomes children, young people and young adults. Together, these two strands seek to create a safe and welcoming place of belonging where people can discover their gifts, explore and deepen their faith and find the confidence to respond to God's call.

As the British Province of Carmelites, we believe ministry begins with accompaniment. We seek to walk alongside people, listening with openness, responding to the realities of their lives and sharing the richness of our faith and Carmelite charism with humility and joy. We are looking for someone who shares this vision and will help nurture a welcoming community while creating transformative experiences through which children, young people and young adults can encounter Christ, grow in faith and discover their place in the Church and wider society.

For generations, The Friars has been a place of pilgrimage, prayer and welcome. Today we are building on that heritage by establishing a vibrant centre for ministry where people can experience the gift of Carmel. In a world that is often busy, fragmented and uncertain, the Carmelite tradition offers something deeply relevant: space to pause, listen and encounter God through a spirituality rooted in prayer, authentic relationships and compassionate service.

The Simon Stock Community is located alongside the resident Carmelite friar community, creating a unique opportunity for two distinct communities to enrich one another. While each has its own daily rhythm and purpose, both are united by a shared commitment to prayer, hospitality and service. We look forward to discovering new ways of sharing prayer, friendship, community life, formation and mission, learning from one another and remaining open to the opportunities and possibilities that will emerge as these two communities journey together.

Through the life of the Simon Stock Community and its ministry, we seek to inspire hope, nurture faith and accompany people as they discover God's presence in their everyday lives.



Vision

We are creating a space where young people and young adults can search for meaning, grow in faith and discover their purpose.

Rooted in God and our Christian Carmelite tradition, we journey together through prayer, community and service, seeking to live and share the Gospel in fresh and authentic ways.

At the heart of this vision is a young adult community at The Friars, Aylesford, a place of welcome and encounter, inspiring others to recognise their worth, experience transformation and walk with hope in the world.





Mission



- **Accompany** young people and young adults as they seek faith, meaning, and purpose, nurturing a shared journey of growth and transformation.
- **Build community** rooted in prayer, friendship, and shared life, where each person is seen, valued, and supported.
- **Form and empower** young adults for service and leadership within the Church and wider society.
- **Collaborate** in ministry with schools, parishes and universities, offering spaces for reflection, connection, and genuine encounter with Jesus Christ.
- **Witness to the Carmelite way**, drawing from its contemplative heart to inspire reflection, compassion, and hope in today's world.

We walk in the footsteps of Mary, who carried God's presence into the world with courage and care; Elijah, who stood for truth and listened for God in the silence; and the witnesses and saints of Carmel, who show us how ordinary lives can burn with extraordinary love.

Our mission is not lived alone. We walk and work alongside Carmelite friars and other members of the Carmelite family, as well as friends and partners who share our vision.

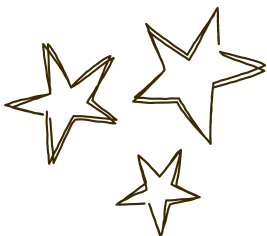




Values

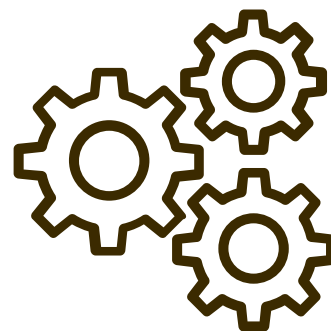
The values guiding our mission keep us grounded, attentive to those we encounter and open to God's call:

- **Community** – We commit to creating spaces of belonging, where relationships of trust, friendship and mutual support can grow.
- **Love** – We place love at the centre of everything we do.
- **Hope** – We trust in God's future, even in times of uncertainty.
- **Resilience** – We remain steady, learning to adapt and move forward, asking for support when needed.
- **Authenticity** – We dare to be real with ourselves, with others and with God.
- **Compassion** – We are attentive to the struggles of others, ready to act in support.
- **Presence** – We keep our hearts open to the 'more' of life, always attentive and responsive to God.
- **Peace** – We seek the peace of Christ in our hearts and lives, carrying it into every situation and working for reconciliation in our world.
- **Sustainability** – We commit to care for creation, choosing ways of living and acting that respect and protect our common home.





Impact & Benefits

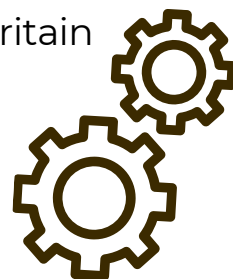


Carmelite Friars and wider Carmelite family

Renewal & Hope – being refreshed by the presence of young adults who bring new energy, faith and perspective.

Shared Mission – sharing our Carmelite charism and communicating in new and innovative ways.

Community & Continuity – experiencing the joy of intergenerational community, which will strengthen the Carmelite mission in Britain and beyond.

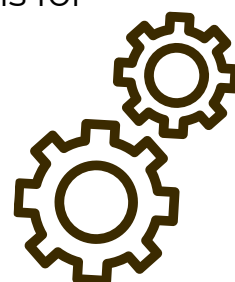


Young Adults Volunteering and living in community

Personal Growth & Formation – growing in faith, identity and purpose and learning to listen deeply to God's call in life.

Belonging & Friendship – discovering authentic community, building trust, resilience and shared responsibility.

Skills & Leadership – developing confidence and practical skills for service, ministry and leadership, and preparing for the future.



Young People experiencing our programmes and retreats

Encounter & Inspiration – meeting young adults who live their faith with energy, honesty and passion, who are living the Gospel and helping to make it relatable.

Support & Formation – receiving encouragement through tailored programmes and retreats, with opportunities to explore or deepen faith, reflect on values, and gain support, tools and accompaniment for making good decisions in everyday life.

Invitation & Belonging – finding a safe welcoming space to feel valued, and having the freedom to explore and grow.



Job Description

Employer: Carmelite Charitable Trust (CCT)

Line Manager: Young People and Formation Coordinator

Salary: 26,000 - 32,000 Depending on experience and qualifications. Includes accommodation for single occupancy

Hour of work: 40 hours per week. Full time flexible working inc. evenings and weekend work

Holiday Entitlement: 20 days plus bank holidays

The Programme and Community Lead will live as a member of the Simon Stock Community at The Friars, Aylesford, sharing in its rhythm of prayer, hospitality and service. Through this residential role they will accompany, support and lead the resident volunteer young adult youth ministry community, fostering a welcoming environment rooted in the Catholic Carmelite tradition.

Working under the direction of the Young People and Formation Coordinator and alongside the Carmelite friars, the Programme and Community Lead will design and deliver retreats, programmes, events and outreach initiatives for young people and young adults. They will help develop the life and mission of the Simon Stock Community by building relationships with schools, parishes, universities and partner organisations, promoting its work and contributing to its continued growth as a centre for young people and young adult ministry.

Duties and Responsibilities

1. Programme Development and Delivery

- Design, plan, deliver and evaluate high-quality retreats, formation opportunities, programmes, events and outreach initiatives for children, young people and young adults.
- Develop engaging resources and content that reflect the Catholic Carmelite tradition and respond to the needs and experiences of young people and young adults.
- Work collaboratively with the Young People and Formation Coordinator, Carmelite friars, volunteers and partners to develop varied and creative opportunities.
- Support the planning and delivery of pilgrimages, residential experiences and other initiatives that contribute to the mission of the Simon Stock Community.
- Monitor and evaluate programmes, using feedback to inform ongoing development and continuous improvement.

2. Community Life and Formation

- Live as a member of the Simon Stock Community, sharing fully in its rhythm of daily life including prayer, hospitality and service.
- Inspire, accompany and support members of the residential volunteer community through shared life, prayer, formation, training and ministry.
- Encourage the personal, spiritual and vocational development of young adults, offering appropriate accompaniment and recognising when additional pastoral support is needed.
- Foster a welcoming, inclusive and prayerful community where young adults can grow in faith, confidence, leadership and discernment.
- Lead, coordinate and contribute to the daily responsibilities of community life, including cooking, cleaning and the care of shared spaces, fostering a culture of shared responsibility, hospitality and good stewardship.
- Foster a culture of environmental stewardship by caring for the house and its surroundings, encouraging sustainable living and creating spaces of welcome that reflect the community values.
- Support the development of a wider non-residential Associate Young Adult Community.
- Work alongside the Carmelite friars and others who share our vision, participating in the life of the British Province and the wider Carmelite family.
- Engage fully in the life of The Friars, Aylesford, building positive relationships with staff, volunteers, worshipping communities and visitors.

3. Outreach and Partnerships

- Build and maintain positive relationships with schools, academies, parishes, dioceses, universities and other organisations that share our mission and values.
- Promote the retreats, programmes and opportunities offered through the Simon Stock Community.
- Represent the Simon Stock Community at meetings, events and gatherings as appropriate.
- Encourage participation, volunteering and long-term engagement with the life of the community.

4. Administration and Team Working

- Work closely with the Young People and Formation Coordinator in the planning, delivery and evaluation of Community and ministry programmes.
- Coordinate programme administration, bookings, communications, resources and basic budgets as required.
- Help tell the story of the Simon Stock Community by creating and contributing to digital communications, including social media, website content, photography and other online platforms, celebrating community life, promoting opportunities and sharing the impact of our ministry
- Lead the annual recruitment, induction, ongoing support and supervision of volunteers.
- Contribute to the strategic development of the Simon Stock Community and the wider youth and young adult mission of the British Province.
- Support national and international Carmelite initiatives where appropriate.
- Maintain accurate records and contribute to monitoring, reporting and evaluation processes.

5. Safeguarding, Health and Safety

The British Province of Carmelites is committed to safeguarding and promoting the welfare of children and adults at risk.

The Programme and Community Lead will:

- Foster a strong culture of safeguarding across community life and all aspects of ministry.
- Ensure all activities are delivered in accordance with safeguarding, health and safety and other province policies and procedures.
- Work with the Carmelite Safeguarding Lead to coordinate appropriate training for staff, volunteers and community members.
- Liaise with visiting schools, parishes and other groups to ensure good safeguarding practice and appropriate behaviour management.
- Contribute to the development and review of policies and procedures that promote healthy community life, wellbeing and safe ministry.

6. Other Responsibilities

- Participate in regular supervision, appraisal and ongoing professional development.
- Work flexibly, including evenings, weekends and residential programmes
- Undertake other duties consistent with the nature and level of the post as reasonably requested by the Young People and Formation Coordinator.

Person Specification

The Programme and Community Lead will be a resident member of the Simon Stock Community, modelling the values of prayer, hospitality, community and service. We are looking for someone who is relational and creative, able to accompany young adults through shared community life while leading and delivering retreats, programmes and ministry alongside them.

Experience and Knowledge

Essential

- Significant experience of working with young people and/or young adults in a pastoral, educational, chaplaincy or youth ministry setting.
- Experience of planning, delivering and evaluating programmes, events or training opportunities.
- Experience of supporting, leading or mentoring volunteers or young adults.
- Understanding of the opportunities and challenges facing young people and young adults today.
- Experience of working collaboratively as part of a team and building positive relationships with a wide range of people.
- Understanding of safeguarding responsibilities and a commitment to promoting safe practice.

Desirable

- Experience of residential community life, or volunteer programmes.
- Experience of working with schools, parishes, universities or Christian organisations.
- Experience of project / event organisation
- Basic knowledge of the Carmelite tradition and spirituality.
- Experience of pilgrimage, retreat or programme leadership.

Skills and Abilities

Essential

- Excellent interpersonal and relationship building skills.
- Ability to inspire, accompany and encourage young adults in their personal and spiritual development.
- Strong organisational and planning skills with the ability to manage competing priorities.
- Excellent written and verbal communication skills.
- Ability to facilitate prayer, reflection and group discussion.
- Ability to work independently while contributing effectively within a team.
- Good administrative and digital skills, including Microsoft Office and online communication platforms.
- Ability to recruit, motivate and support volunteers.
- A practical approach to community life and a willingness to contribute to the everyday running of the household.

Personal Qualities

The successful applicant will be someone who:

- Is an active practising Catholic.
- Has a genuine desire to accompany young people and young adults as they grow in faith, confidence and leadership.
- Is able to live as a member of the Simon Stock Community, embracing its rhythm of shared living, prayer, hospitality and service.
- Demonstrates warmth, maturity, integrity and good judgement.
- Is approachable, welcoming and able to create an atmosphere of trust and belonging.
- Is adaptable, resilient and able to respond positively to changing circumstances.
- Values collaboration and enjoys working as part of a diverse team.
- Demonstrates initiative and is willing to take responsibility.
- Shows respect for others and a commitment to inclusion, dignity and mutual support.
- Is committed to good stewardship, environmental responsibility and care for creation.
- Is willing to work flexibly, including evenings, weekends and residential programmes.

Faith and Mission

The successful applicant will:

- Be committed to supporting and promoting the mission of the British Province of Carmelites.
- Seek to grow and develop their own spiritual life.
- Demonstrate an understanding of, or willingness to learn about, the Carmelite Charism.
- Be willing to participate fully in the prayer and community life of the Simon Stock Community.
- Support the Province commitment to hospitality, formation and service.

Qualifications

Essential

- Educated to degree level or able to demonstrate equivalent experience in youth ministry, chaplaincy, education, theology or a related field.

Desirable

- Professional qualification in Youth Work / Ministry, Chaplaincy, Theology, Education or a related discipline.
- Evidence of ongoing professional development.
- Training in spiritual accompaniment, retreat leadership or related areas.

Other Requirements

Essential

- Hold a full, clean UK driving licence as this is an integral part of fulfilling the role effectively.
- Live on site in newly refurbished accommodation. The accommodation offers private living space, separate from the volunteer community, with a shared kitchen and dining.
- To undertake training and development opportunities as appropriate

Additional Information

- You will be required to adhere to the policies and guidance as laid out in CCT Employee Handbook.
- This appointment is subject to suitable and satisfactory references and a successful enhanced DBS clearance prior to starting work.
- To comply with all safeguarding legislation by receiving regular training.
- Probationary period for this role is 6 months (not including summer or other breaks).
- Holiday entitlement: 20 days plus bank holidays. You will normally be required to work during school terms.

Application deadline: 9th October Interviews: Week of 19th October

Timeline



September to December 2026

Laying Foundations

- Recruit and appoint the Programme and Community Lead
- Promote the Simon Stock Community through Carmelite and diocesan networks
- Develop volunteer recruitment materials and begin promotion

January to July 2027

Building the Community

- Programme and Community Lead begins (subject to confirmation)
- Building works completed and community spaces commissioned
- Induction, orientation and Carmelite formation
- Develop principles for relationship with Carmelite Friar community
- Working relationship with Aylesford Priory Staff
- Visit leading retreat and youth ministry centres
- Pilot retreats and community life experiences
- Recruit the first volunteer young adult community
- Develop administration and booking systems
- Build partnerships with schools, universities, dioceses and chaplaincies
- Develop retreat programmes and formation resources
- Grow a network of supporters and advocates
- Prepare volunteer induction and training



September 2027

Launching the Community

- Welcome the first Simon Stock Community members
- Community induction, orientation and formation
- Launch retreats, events and outreach programmes
- Establish the Associate Community through regular gatherings
- Share the Simon Stock Community story through video, social media and presentations
- Continue developing programmes and resources with community members



2027 and Beyond

Growing the Vision

- Welcome new residential volunteers each year
- Accompany young adults, building a thriving community
- Deliver retreats, programmes and outreach for schools, parishes and universities
- Grow a vibrant Associate Community and network of supporters and partners
- Continue developing new programmes and opportunities for mission
- Help shape the Carmelite youth and young adult ministry



Our name

Saint Simon Stock, a thirteenth century Carmelite friar born in Kent, was a man of deep faith and vision. He inspires us through his courage and openness to the Spirit. In a time of transition and uncertainty for the Carmelite Order, he had the insight and energy to reimagine Carmel, giving it new expression in the heart of the people. Like him, we seek to help Carmel flourish today through faith, community and service.

Our logo is a symbol of faith, growth and accompaniment

The central focus is the tree, representing new life and growth. Its strong roots keep us grounded, drawing on the wisdom and strength of those who came before, and reminding us that we are part of the bigger Carmelite story and tradition. Some will nest here; others will pause to rest. It is a place that seeks to offer care and support.

The tree also reminds us of our commitment to caring for creation. Our community house sits within the walled garden at The Friars, Aylesford, a daily reminder that we live close to the earth, in tune with creation, and seeking to live sustainably. The tree also reflects our commitment to one another as a community: rooted, growing and flourishing together in a shared journey of faith.

Behind the tree rises Mount Carmel, symbolizing Christ and guiding our spiritual journey. A path winds up from the roots, showing both our personal journey and the support we offer each other, especially to those seeking meaning, purpose or belonging.

The three stars represent Elijah, Mary and our Carmelite family, guiding us forward in faith, courage and hope. This logo invites us to walk together, grow deeply and be transformed.



Community House

Conceptual design and plan

Located in a walled garden behind the 15th century gatehouse.

The development is a mix of new build and renovation.



The Friars , Aylesford





*Seekers of God, discovering how to listen
for the still small voice of God amid the
noise of our physical and virtual world.*



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Carmelite Charitable Trust. Registered Charity No: 1061342.



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