

# Job Description

<b>Job Title:</b>	Youth (& Families) Worker
<b>Employed by:</b>	The Parochial Church Council (PCC) of All Saints Church, Danehill with Chelwood Gate.
<b>Responsible to:</b>	The Vicar (Paddy MacBain) who is the 'line manager' for the PCC.
<b>Hours:</b>	The role is based on 40 hours per week worked on a flexible basis with one regular nominated day off per week completely free of work. Please note the Youth (& Families) Worker is required to work on Sundays, at Christmas and Easter services, some evenings and also attend occasional weekend events and weekends away.
<b>Holidays:</b>	Thirty-six days holiday each year taken during the local state school holidays, PLUS the 8 bank holidays. Time off in lieu will be given for Easter and Christmas services and any working on nominated days off.
<b>Base:</b>	All Saints, Danehill Church and from home.
<b>Contract:</b>	Initially 23 months, with a 6 month probationary period. Commencement date by agreement.
<b>Starting Salary:</b>	£25-27,000 per annum (depending on experience) + applicable expenses + holidays.
<b>Starting Date:</b>	By mutual agreement in 2020.
<b>Accommodation:</b>	Affordable 3 bedroom house in the heart of the village saving £4000 per annum.

## Main Duties & Responsibilities

1. To champion the Youth Outreach Programme<sup>1</sup> (for ages 11-18).
2. To organise and lead both community and church youth events within the Youth Outreach Programme<sup>1</sup> – building relationships with young people (and their families).
3. To share knowledge and understanding of the love of Christ with young people (and their families) and disciple them so that they grow in faith.
4. To model Christian life for young people, their families, helpers, volunteers, other members of the church and community.

## Other Duties & Responsibilities

- a. To establish and maintain positive, productive and appropriate relationships with young people, their families, helpers, volunteers, members of the church family and community.
- b. To coordinate a team of helpers and volunteers (as well as recruit and train others when required).
- c. To regularly communicate with interested parties in the community e.g. village schools, hall management, suppliers, funders, PCC, PC, etc.
- d. To take a lead in developing and maintaining a strategic approach to youth work, in consultation with the Vicar and PCC. This might include reports, proposals and presentations to the Vicar and PCC.
- e. To produce marketing materials, then announce, advertise and promote youth events, to young people, the church family, parents, helpers, volunteers and the community.
- f. To proactively manage all pre-event planning including researching, booking and negotiating venues, suppliers and speakers, briefing and organising helpers and volunteers, membership of young people, purchasing equipment/supplies/tuck, organising catering and tuck, making sure health & safety, legal and insurance obligations are followed, organising first aid support and security and producing risk assessments with actions to mitigate risk.

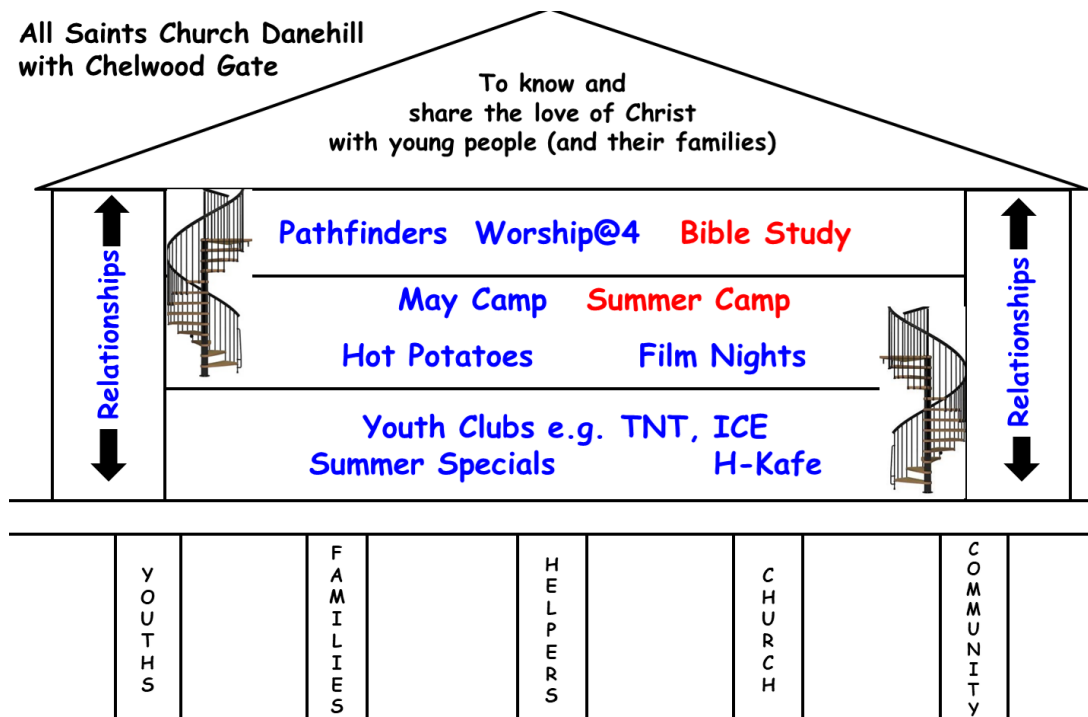
- g. To manage all post-event matters including monitoring attendance and taking action as required, auditing and replacing equipment/supplies, basic book keeping and banking of any entrance fees, liaising with the Treasurer/Vicar re finances, producing post-event evaluation to enhance future events, paying venues, suppliers and speakers and organising thank yous.
- h. For larger events e.g. May Camp, etc. to produce, share and manage a project plan.
- i. To liaise closely with the church Child Protection Officer with regard to helpers working with youth and to be up to date with current Health & Safety legislation and risk assessments.
- j. To cater as far as possible for the spiritual, pastoral and social needs of the young people and their families. To pray regularly for the young people and their families.
- k. To be part of the network of youth workers in the Diocese and take part in ongoing training / support initiatives for personal and professional development as agreed with the Vicar.
- l. To share in the practical and administrative tasks of the church, and to fulfil any other responsibilities or tasks that the Vicar may deem appropriate.

## Specific Requirements/Notes

- There is a genuine occupational requirement that the post holder is a committed and active Christian.
- We can only consider applicants who are already resident and permitted to work in the United Kingdom and for the entire duration of employment.
- We require a satisfactory DBS 'Enhanced' clearance for the entire duration of the employment.
- Own car (with full driving licence), laptop (with Microsoft Office) and mobile phone.

## Notes:

### <sup>1</sup> Youth Outreach Programme:



# Person Specification

## Work Experience & Qualifications

- Ideally experience of:
  - Organising and leading youth events.
  - Attending, serving and teaching in the Church of England.
  - Using Microsoft Office, text, the internet and social media.
- Educated to A Level or Degree (or equivalents).

## Knowledge & Understanding

- A good understanding of:
  - The Bible and Christian faith.
  - Child Protection and Safeguarding.
  - Health and Safety.
  - The needs and issues affecting young people today.

## Skills & Abilities

- Able to demonstrate good skills and ability in:
  - Organisation and administration.
  - Verbal and written communication.
  - Leadership.
  - Sharing knowledge and understanding of the love of Christ.
  - Working both independently and as part of a team.

## Attitude

- Sympathetic to the ministry, mission and style of the Church of England, All Saints Church Danehill and the Youth Outreach Programme.
- A heart for evangelism.
- A servant hearted leader with a love for God and respect for others.
- A strong desire for continuous improvement both personally and professionally.