

Children's & Youth work Coordinator – Shaping the Future

All Saints' and St Stephens Church in Ockbrook with Borrowash

Job Profile

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| Title: | Children's & Youth Work Leader/Co-ordinator |
| Contract: | An initial 2 years |
| Reports to: | Chair of Children's & Youth Work Committee |
| Office base: | Own living accommodation |
| Geographical work area | The Parish of Ockbrook with Borrowash |
| Basis of employment: | Full time – 40 hours per week |
| DBS check | Enhanced required |
| Special conditions of employment | There is a genuine occupational requirement for the post holder to be a communicant member of the Church of England or a member of the Churches Together in Britain & Ireland. |

Purpose of Role

In response to the All Saints' & St Stephen's "Shaping the Future" document, to develop the vision of the Children's & Youth Work and to help grow the groups both numerically and spiritually.

Main responsibilities

- Provide strategic leadership of the children's & youth ministry team in partnership with and under the authority of the Vicar.
- To be creative in developing new children's & youth groups as the church works towards meeting the aspirations in the "Shaping the Future" document.
- Co-ordinating/leading the weekly groups - All Saints' creche (0 to 3/4 years old), Shining Stars (0-3/4-year-olds), and Sunday morning Rise & Shine Group + recruiting the volunteer helpers.
- Co-ordinating/leading the weekly Youth groups and recruiting the volunteer helpers.
- To be mission-minded and open to developing a youth group, or youth-contacts/events beyond the church in the local community.
- To be part of the monthly 4ALL service team and to regularly help lead and preach at these services.
- To develop links with all the schools within the parish, offering regular assemblies and church visits.
- Offer regular team meetings, training and encouragement for the leaders and helpers of all children's groups (with the involvement of others, including the Derby Diocesan children's coordinator etc.).
- To liaise with the Parish Safeguarding Officer over the completion of necessary safeguarding checks and training for all volunteer children's leaders/helpers.

- The completion of all risk assessments necessary for the safety of the children's groups.
- To be responsible for selecting and procuring all resources and materials used for the children's groups, in conjunction with the volunteer leaders/helpers.
- To be responsible for the annual children's & youthwork budget with the church Treasurer and Finance Team.
- Offer regularly updates to the PCC on the progress of the children's work.

Role Dimensions

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| Budget Management | Monitoring the children/youth budget |
| People management | Line management of volunteer leaders/helpers. |
| Key relationships – internal | Vicar Volunteer leaders/helpers PCC |
| Key relationships – external | Other churches in the local area. Diocesan Advisers. Other children's & youth organisations e.g. uniformed groups, sports groups etc. Key personnel at local schools |

Person Specification

| | Essential | Desirable |
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| Personal Characteristics | <p>Has a positive and enthusiastic attitude approach to ministry.</p> <p>Passionate about reaching children + young people from the local community.</p> <p>Has a genuine affinity with children and young people.</p> <p>Comfortable in operating their own spiritual giftings and the ability to develop gifts in others.</p> <p>Willingness to develop their ministry by attending relevant training courses.</p> | |
| Competences and Skills | Is a good all-round communicator, especially with children and youth. | Has experience of public speaking |

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| | <p>Competent user of computer software products (word, excel, social media etc).</p> <p>Can plan a programme of activities in partnership with a team and adapt resources for use with specific groups.</p> <p>Is able to lead, manage and work with a range of teams, including the church leadership team and the children's and youth teams.</p> | |
| Qualification and Experience | <p>Educated to A level standard or equivalent level of work experience.</p> <p>Experience of church-based youth or children's work. <i>(This can be in a voluntary capacity)</i></p> <p>Experience of leading/developing others.</p> | <p>Qualification in Children's Work</p> <p><i>e.g. Teaching, Teaching Assistant, Childcare, Youthwork, Youth ministry, Children's ministry.</i></p> <p>Other relevant qualification</p> |
| Knowledge and Understanding | <p>Good understanding of the principles of Safeguarding of Children and Vulnerable Adults, and willingness to develop a thorough working knowledge of safeguarding.</p> | <p>Knowledge of the strategies to be employed to encourage children and families into becoming part of the worshipping community.</p> |
| Special Requirements | <p>Willing and able to work flexibly, recognising that Church life does not fit normal office hours.</p> <p>You can expect to work some evenings and weekends and to attend and participate in meetings/events.</p> | |

Terms of Employment

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| Work Pattern | Working hours are 40 hours per week for 41 weeks p/a (Derbyshire school termtime only + one week at Christmas and one in the summer holidays). It is expected that staff members will be active members of Church including Sunday services. Flexible working essential according to the needs of the role and responsibilities. |
| Salary | The salary for this role will be from £16,400 to £19,680 p/ depending on experience and qualifications etc. |
| Holiday | 28 days including Bank Holidays. |
| Probation | 6 months |