

**Employed by:** the Parochial Church Council (PCC) of the Ecclesiastical Parish of Huntington, Earswick and New Earswick.

**Reporting to:** the Rector

**Remuneration:** £26,000 - £33,000 per annum, depending on experience

**Pension:** We offer a Workplace Pensions Scheme. We contribute 4% of salary with the employee contributing the balance 4% to attain the minimum required contribution of 8%. The employee may then add to their contribution.

**Hours:** Full-time 37 hours a week; hours may vary according to need and will include most Sundays and some evening work.

**Annual leave:** 30 days, plus bank holidays falling on your normal days of work.

**Work base:** youth office, St Andrews, plus other venues as required by the post.

**Purpose of post:** to help All Saints and St Andrews in the fulfillment of our mission statement 'Knowing Jesus and making him known in our community and beyond' under the guidance of the clergy and PCC by

- taking lead responsibility for the work among young people and children in the church and community
- providing oversight for all activities for youth and children, working in partnership with our volunteers.

**Main duties and responsibilities are:**

**PRAYER**

- ground the ministry in prayer, being watchful and responsive to the leading of the Holy Spirit
- participate in the prayer life of the church
- encourage all congregations to pray for work among youth and children.

**VISION**

- work in accordance with the overall vision determined by the clergy and PCC
- articulate a clear vision for the development of youth and children's work
- effectively communicate this vision with the whole church.

## **STRATEGY & DELIVERY**

- devise and communicate an action plan to implement the vision and manage the work
- have oversight of all aspects of the parish's work with young people and children. This will include leading some groups and coordinating the work of volunteers
- build on and develop strategic links with the five schools in the parish
- arrange and publicise special events as appropriate.

## **ACCOUNTABILITY**

- work within the appropriate legal requirements for working with children and young people and in accordance with the church's policies on safeguarding and related matters
- attend weekly staff meetings and play an active role as part of the church staff team
- work in collaboration with the Parish Safeguarding Officer and the church's Youth & Children's Working Group
- report as agreed to the Rector, PCC, Youth & Children's Working Group and Annual Parochial Church Meeting.

## **TEAM & RELATIONSHIPS**

- meet regularly with volunteers
- ensure all volunteers have the appropriate training and support, Confidential Declaration and DBS checks
- ensure all activities do not compromise the health and safety of young people, children or leaders and are approved by PCC as necessary
- oversee the work of any youth and children's interns or mission teams
- liaise with other youth and children's workers in the wider community
- meet regularly and as agreed with mentor(s).

## **TRAINING**

- attend relevant training and keep up-to-date with key developments in youth and children's work locally, regionally and nationally
- ensure an annual training morning is organized for all volunteers, including safeguarding update / refresher as required by the Safeguarding Policy.

## **ADMINISTRATION**

- oversee the administrative requirements of the post such as rotas, contact with parents, GDPR responsibilities, liaison with the church administrator
- oversight of any relevant social media accounts
- ensure that personal administration is kept up-to-date
- set and manage the annual budget, including dealing promptly with expenses.

## Youth and Children's leader: person profile

### The Youth and Children's leader will be:

- motivated by his/her commitment to Jesus Christ, in sympathy with the mission statement, theology and vision of All Saints and St Andrews
- passionate about working with young people and children
- preferably qualified to degree level (or equivalent)
- able to communicate his/her faith so that young people and children are engaged, inspired and developed as disciples
- willing to work with neurodiverse children, young people and volunteers
- well-organized, resourceful, able to work on his/her own initiative
- flexible in taking on or delegating roles as may become necessary in response to changing circumstances
- a gifted leader and a good team worker
- able to initiate, plan and deliver high quality events and projects
- able to communicate with and deal graciously with people of all ages
- able to keep personal confidences and handle sensitive information
- able to inspire and manage volunteers
- competent in IT
- in possession of a full driving license (desirable not essential).