

## **JOB DESCRIPTION AND PERSON SPECIFICATION FOR A PART-TIME CHILDREN, YOUTH & FAMILIES WORKER**

<b>TITLE:</b>	Children, Youth & Families Worker (CY&F Worker)
<b>EMPLOYERS:</b>	St John's Church, Yeadon
<b>RESPONSIBLE TO:</b>	PCC at St John's Church, Yeadon
<b>REPORTING TO:</b>	The Vicar, Rev Richard Walker

### **1. Introduction**

St John's is an Anglican church in the evangelical charismatic tradition. With 100 adults and 20 children, we are currently focussed on reaching new families with the gospel and helping them to come to faith in Christ and committed involvement in the church. We also wish to become more effective in leading children and youth within the church to become mature and dedicated followers of Christ. As part of all this, we would like to appoint a person with the suitable skills and experience to support our existing team of volunteers and initiate new activities that will help achieve our goals.

### **2. General Outcomes To Be Achieved By The Post**

There are many outcomes the church would like to see through the appointment of a Children, Youth and Families Worker, but the steering team have summarised them as three main goals:

1. More families (parents as well as children) coming to faith in Christ and joining the church.
2. Larger number of non-church families with positive & regular links with St John's ("the fringe").
3. Increased effectiveness in seeing children and youth becoming disciples of Jesus and growing in him.

### **3. Current Children & Youth Activities**

At present, St John's has the following activities for children and youth:

- Kids 4 Christ (Sunday school) and Crèche weekly
- 'Caterpillars' Carers and Toddlers group weekly term time
- Young Persons Discipleship Group (YPDG) & Young Adult Bible Study (YABS) weekly
- Youth band (once a month)
- Family cinema once a month
- Baptism ministry as required
- All-age worship once a month
- Brownies & Guides – use the hall weekly and we host a parade service once a term
- Children's craft mornings twice yearly
- School assemblies & visits (including Open the Book)

In the past, we had a midweek group for 7-11s and a Sunday evening group for 12-16s and we are keen to restart these or similar groups in the future.

#### 4. Key Tasks To Be Involved With

Initially, we would like the CY&F Worker to:

- Assist, upskill and, sometimes, lead the team in Kids 4 Christ (3 hours weekly)
- Be part of the team at Caterpillars (2 hours weekly term time)
- Lead the YPDG & YABS (5 hours weekly term time).

They may be asked to assist in some of the other activities, according to the time available.

#### 5. New Children & Youth Activities That We Would Like To Be Initiated And Run

A key aim of appointing a Children, Youth & Families Worker at St John's is to extend the range of children and youth activities that we provide. We feel that there are three areas that we would like to develop:

1. Faith-based after school clubs in two local primary schools (4 hours weekly term time)
2. 7-11s group in the church hall with activities and a 'God-slot' (3 hours weekly term time)
3. 12-16s group in the church hall with activities and a 'God-slot' (3 hours weekly term time)

Additionally, we would expect the CY&F Worker to use spare time during school holidays for advanced preparation of material for the next term and visiting 'fringe' families in their homes to encourage their faith in Christ and their involvement in the church. This part of the role is developmental and will take time and a willingness to experiment in order to achieve satisfactory outcomes. This will require flexibility from all involved and a willingness to adapt the above goals as required.

#### 6. Key Terms

Length of contract:	3 years
Start Date:	Mid October but negotiable.
Work pattern:	20 hours a week. Due to the nature of the role it will require flexibility over 5 days with a clear day off once a week.
Holiday:	112 hours excluding bank holidays
Salary:	Between £19,000 and £22,000 per annum (pro rata £10,300 - £11,900), depending on experience and training
Pension:	5%
Place of work:	A desk will be provided in the church office and/or the person may work from home. A computer or laptop, and any other equipment required to perform the role, will be provided.
Expenses:	All expenses of work will be fully reimbursed.
Review:	There will be a six-month probationary period and annual appraisals. One month's notice of termination of employment will be required on either side.
Management:	The Vicar will be the line manager and will provide support through regular contact and team meetings. The role involves working with the St John's Co-ordinator of children and youth ministries and with a team of supportive and enthusiastic volunteers. The CY&F Worker is responsible to the PCC and will be asked to attend some church council meetings and present reports.
Training:	Appropriate training will be made available through the Diocesan Children and Youth Team and the additional support of a spiritual mentor will be offered.
Transport:	A full driving license would be desirable.
DBS:	A DBS check will be taken up prior to taking the post.

## 7. Person specification

Attributes	Essential	Desirable	Method of Assessment
Education and Training	<ol style="list-style-type: none"> <li>1. A good standard of written English (GCSE English or equivalent).</li> </ol>	<ol style="list-style-type: none"> <li>1. Nationally recognised qualification in children/youth work at degree or equivalent level.</li> <li>2. Safeguarding training. (Will be refreshed once in post).</li> </ol>	Application documentation.
Experience	<ol style="list-style-type: none"> <li>2. Active member of a Christian church. <i>* Given the nature and context of the work it is an occupational requirement that the post holder should be a communicant member of the Church of England or a full member of a church within Churches Together in Britain and Ireland in order to fulfil the main purpose of the post. This post is therefore exempt under Schedule 9 of the Equality Act 2010.</i></li> <li>3. Personal experience of a living faith in Christ and the desire to share the gospel with others.</li> <li>4. Experience in leading children and young people to Christ and nurturing them in their faith.</li> <li>5. First-hand experience of leading or coordinating activities for children or youth that are appropriate for the context of church and schools.</li> <li>6. Experience of working within a team.</li> <li>7. Experience of leading a team.</li> </ol>	<ol style="list-style-type: none"> <li>3. Experience of working as part of a staff team.</li> <li>4. Experience of working in a local church context.</li> </ol>	Application documentation and interview.
Knowledge and skills	<ol style="list-style-type: none"> <li>8. A clear understanding of children/youth and principles of children/youth work.</li> </ol>	<ol style="list-style-type: none"> <li>1. Specific gift(s) or interest(s) that could be a focus for attracting children/families/youth.</li> </ol>	Application documentation, interview and practical exercise.

Attributes	Essential	Desirable	Method of Assessment
	<p>9. Skills in raising up and nurturing teams of volunteers and training them to be effective in children and youth work.</p> <p>10. Working knowledge and commitment to safeguarding and promoting the safety and welfare of children/youth.</p> <p>11. Excellent skills in direct work with children/young people.</p> <p>12. Literate in IT including use of social media and word processing.</p> <p>13. Good people and communication skills, appropriate for connecting with children, youth and their parents, interacting with the church family and reaching the community.</p> <p>14. A solid grasp of the Christian faith, knowledge of the Bible and an understanding of how to live as a disciple of Christ.</p>		
Qualities	<p>15. Able to speak with sincerity and enthusiasm about matters of Christian faith in an informed, effective and non-judgmental way.</p> <p>16. Able to relate effectively with a wide spectrum of people, both adults, young people and children.</p> <p>17. Able to communicate effectively in person and in writing.</p> <p>18. Able to motivate self and others and to manage use of time.</p> <p>19. Able to work as part of a team and to follow the leadership of others.</p> <p>20. Able to lead others and to help them discover and use their gifts.</p> <p>21. Able to initiate and develop projects</p> <p>22. Able to present a strong Christian role model in daily life.</p>	<p>5. Able to set and work to goals without direct supervision.</p> <p>6. Able to work in a range of social and cultural contexts.</p>	Application documentation, interview and practical exercise.

Attributes	Essential	Desirable	Method of Assessment
	23. Able to work comfortably with the evangelical ethos and spiritual emphases of St John's church.		
Other	24. Satisfactory Enhanced DBS disclosure. 25. Commitment to be part of the life of St John's church, in addition to employed role. 26. Commitment to engage in professional and spiritual development. 27. Physically and emotionally able to carry out the demands of the work. 28. Willingness to work within the authority structures of the Church of England.	7. Have access to appropriate transport for travel within the area. 8. Willingness to receive spiritual support from a mentor or mature Christian.	Application documentation and interview.