

Job Description – Youth & Children’s Worker

JOB DESCRIPTION

Job Title: Youth & Children’s Worker

Location: High Street Methodist Church, Stevenage

Responsible to: The Lay Employee will be employed by High Street Methodist Church and will be under the supervision of the Minister in pastoral charge of the church.

Responsible for: *(none).*

Purpose and Objectives:

To continue, expand and facilitate the church’s growing work with children and their carers so that those children may participate fully in the life of Church/Community.

To enable those coming to our events to have a chance to explore faith at a variety of levels.

To expand the church’s work with older children and young people.

Main Responsibilities:

1. To oversee and develop work with children & young people in a consultative process within the church and the local community.
2. To encourage and help to equip volunteers to run activities that allow outreach to the local community, such as the weekday Toddlers and lunches and evening/weekend youth activities.
3. To encourage and help equip volunteers in Junior Church activities and in including children and young people in the worshipping life of the church.
4. To manage and administer an agreed budget to enable the ministry to develop.
5. To appraise and review initiatives set up and activities undertaken, and change where necessary the action and focus of work after consultation with, and agreement, from the Leadership Team.
6. To work ecumenically where appropriate and in partnership with other local church colleagues.
7. To work with the Minister, Superintendent and the Church, Circuit and District Safeguarding Officers to ensure compliance with the Churches’ Policy on Safeguarding and creating a safe space for all.
8. To undertake any other related duties, identified by your line manager as are within your capabilities and level of responsibility.

Other Responsibilities include:

- Undertake related training and to keep up to date with good practice through relevant support organisations and networks.
- Produce written reports about the work for church councils and for granting bodies, and to attend church councils when required.

Management

The minister in pastoral charge of the church will be line manager for the Lay Employee. The line manager's responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Equip and offer training and development.
- Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission to children and families.
- Determine priorities for the work.
- Prepare a personal development plan with the lay employee.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a "sounding board" to the Lay Employee.

Terms and conditions:

Terms of appointment:	Fixed Term until 31 August 2023.
Remuneration:	The salary will be £ 11 per hour.
Hours of work	22.5 hours per week: Toddler groups/lunches, Junior Church (negotiable), evening/weekend youth activities.
Expenses	All reasonable expenses will be reimbursed. These will need to be in line with the agreed budget.
Holiday entitlement	Full-time holiday entitlement is 28 days (including Public Holidays), (pro-rata for part-time workers). The holiday year is 1 st January to 31 st December.
Disclosure and Barring	Appointment will be subject to a satisfactory DBS check.
References	Appointment will be subject to satisfactory references
Probationary period	Appointment will be subject to the satisfactory completion of up to three-month probationary period.

Note:

Everyone who is responsible for recruiting staff and volunteers must first read the [Practice Guidance on carrying out Disclosure and Barring Service \(DBS\) checks as part of Safer Recruitment](http://www.methodist.org.uk/safeguarding) available from www.methodist.org.uk/safeguarding

Last Date Modified: 25.1.2021