**St Paul’s Church and St Paul’s Centre**

**JOB DESCRIPTION**

**Youth Worker**

**Accountable to:** St Paul’s Parochial Church Council and incumbent Vicar

**Line Managed by:** Children and Families Worker

**Hours:** 12 hours a week (allocation of hours in term time vs. holiday time to be agreed)

**Salary:** £7,360 - £8,000 per annum (£23,000- £25,000 per annum; pro-rata).

*Permanent position. Post subject to satisfactory six month probation period.*

1. **OVERALL RESPONSIBLITIES**

* To enable young people (school year 6 and above) to make connections within themselves, with others, with God and with God’s creation, by creating spaces where faith and spirituality can be explored within the church and parish of St Paul’s. [FAITH & SPIRITUALITY]
* To create opportunities for people to explore worship and spirituality, thereby enabling their understanding of their own values and behaviour. St Paul’s understands values and behaviours rooted in and sustained by the Christian faith to be characterised by a commitment to social justice, bringing hope, valuing the whole person, building community and promoting inclusivity. [DISCIPLESHIP]
* To provide pastoral care and support to young people in the church and in the parish, in order to promote their wellbeing. Pastoral care recognises that people have social, emotional and spiritual needs. [PASTORAL]
* As a result of listening to and walking alongside young people, to play a role in empowering them to find their voice to shape church services and Centre programme activities as well as the communities of which they are a part. [EMPOWERMENT]

1. **KEY OBJECTIVES**
2. **Face to Face Work**
3. *Working with young people at St Paul’s Church*

* Plan a termly programme of activities for young people for Sunday mornings, and co-ordinate volunteer church members to deliver the sessions;
* Assist with Celebrating the Seasons Services (approximately 6 per year expected);
* Planning and leading occasional trips or one-off events as appropriate.
* Encourage participation by young people in regular church worship, and in seasonal events.
* Organise and lead activities for young people on the annual church weekend away.

1. *Working with young people in the parish, in collaboration with existing community initiatives*

* Develop relationships with young people in community projects (for example being a regular presence at the Signal Box initiative and after school / holiday groups);
* Develop a presence in church schools in the parish, such as St Paul’s Primary school and St Bede’s Secondary school;
* To establish or contribute to opportunities for young people where faith and spirituality is explored intentionally.

1. **Co-ordination and Liaison**

* Within the church congregation, coordinate and support the work of volunteers in the provision of Sunday morning activities for young people.
* Within the wider parish, enable the work of volunteers and existing initiatives to provide activities for young people.

1. **Other**

* To monitor the effectiveness of all work taking place, keeping registers, recording incidents and producing reports as required by the PCC and other relevant partners.
* To comply with all relevant confidentiality, data protection, health and safety, equal opportunities and other relevant policies and procedures.
* Working with the Safeguarding Officer, to ensure all activities and all volunteers involved comply with current policies and procedures.
* To attend meetings when appropriate (including PCC, clergy team, ministry and development group, children and youth programme group, and supervision meetings)
* To run groups and deliver training as required.
* To maintain an up-to-date awareness of current legislation, good practice and initiatives related to the role.
* Attend ‘Action-Learning’ meetings to reflect on the work with peers.

1. Context and support for the role
2. It is expected that the postholder will be supported by:

* regular supervision;
* other staff members and congregational volunteers; and
* an active Parochial Church Council [PCC].

1. The postholder reports to:

* The Children and Families Worker [ line manager]
* The incumbent vicar
* The Parochial Church Council [PCC]

1. Safer Recruitment

* An appointment will only be made to this post subject to the successful completion of an enhanced DBS check and the provision of appropriate references.
* The post will be subject to a six month probation period during which there will be regular supervision with the opportunity for the employee and employer to raise and address any concerns.

1. **PERSON SPECIFICATION**

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| 1. **Experience** | **Essential** | **Desirable** |
| Previous experience working with young people | **x** |  |
| Previous experience working within a church and / or community context | **x** |  |
| Experience of setting up and delivering a programme of activities, including group work | **X** |  |
| Experience of working with volunteers, including those with learning difficulties, mental health issues or physical disability |  | **x** |
| Experience of working in collaboration with schools |  | **x** |
| Experience of successful application for grants for community work |  | **x** |

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| 1. **Knowledge and Qualifications** | **Essential** | **Desirable** |
| Understanding and knowledge of child protection and safeguarding processes | **x** |  |
| NVQ level 3 (or equivalent experience ) in a relevant field such as health, social care, early years, working with parents, youth work, or community work | **x** |  |
| Understanding of data protection regulations | **x** |  |
| Understanding of equal opportunities and diversity issues | **x** |  |
| ICT skills for document and data management; able to track progress and monitor outcomes |  | **X** |

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| 1. **Personal Qualities & Skills** | **Essential** | **Desirable** |
| Personable, amiable and non-threatening approach to working with a range of different abilities, vulnerabilities and cultures. | **x** |  |
| Maintains professional boundaries when working with adults and young people | **x** |  |
| Well organised, able to plan and prioritise | **x** |  |
| Ability to work as part of a team and also on own initiative | **X** |  |
| Strong communication skills (written and verbal) with colleagues, volunteers, parents, carers and young people | **x** |  |
| Able to work supportively with young people and their parents | **x** |  |
| Adaptable when plans or circumstances change | **x** |  |
| Seeks to express Christian faith in both words and actions; being comfortable with talking about faith | **x** |  |
| Adopts a stance to empower others | **x** |  |