



## **JOB DESCRIPTION**

### **Children, Youth, Families and Schools Worker**

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<b>Job Title:</b>	Children, Youth, Families and Schools Worker
<b>Location:</b>	Chorley & Leyland Circuit
<b>Responsible to:</b>	The Lay Employee will be employed by the Chorley & Leyland Circuit and will be under the supervision of one of the Superintendent Ministers
<b>Responsible for:</b>	Volunteers working in the children's, youth, families and school ministry within the circuit

#### **The Role:**

To coordinate and deliver the ministry and development of the children and youth work programmes for the age range 0-18 years within the 9 churches in the circuit, in consultation with the church and circuit leadership teams.

To enable children, young people and families to be fully participating members of their churches.

To assist churches within the circuit in initiatives for children, youth, families and schools and to arrange regular circuit events; encouraging volunteers and ensuring that all activities are compliant with Safeguarding, Health and Safety etc.

To be a link across our circuit schools for mission and ministry, actively welcoming families and children into the life of the churches within the circuit

#### **Main Responsibilities:**

- To oversee and develop work with children, youth, families and schools in a consultative process within the circuit, churches and the local community
- To help children, youth, families and schools to explore the Christian faith in a creative and dynamic way and to enable:
  - a. Spiritual understanding and growth
  - b. Intergenerational engagement
  - c. Participation in worship

- To consult with children, young people, families and schools and in partnership, identify their spiritual needs and establish, organise and lead a range of events which aim to meet these needs
- To recruit, motivate, train and equip volunteer workers following Safer Recruitment practice
- To develop links with our church schools, leading worship and creating events to bring churches / circuit and schools together.
- To manage and administer an agreed budget to enable the ministry with children and young people to develop.
- 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 line manager.
- To work with the Superintendent and the District Safeguarding Officer to ensure compliance with the Churches' Policy on Safeguarding and creating a safe space for all.
- Attend church meetings as required
- Produce written reports about the Children, Youth, Families and Schools work
- To undertake any other related duties, identified by the line manager /circuit leadership team as are within your capabilities and level of responsibility, in order to meet the needs of the work with children, young people, families and schools.

#### Training:

- It is a mandatory requirement that Foundation and Advanced Methodist Safeguarding Training is completed to a satisfactory standard
- As necessary, training will be provided on GDPR and Health and Safety
- Opportunity for further professional development will be available throughout the appointment

#### Terms and Conditions

- Terms of appointment: it is a permanent contract.
- The salary will be: in the range of £26,980.00 - £29,034.00 per annum dependent upon experience.
- Normal working pattern: 37 hours per week, this will include Sundays and evening work; at least one full day off a week.
- All reasonable expenses will be reimbursed.
- To have access to a vehicle would be essential.
- Due to the nature of this role involving contact with young people and vulnerable adults, the appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.

- There is a contributory pension scheme to which eligible lay employees will be auto enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
- Appointment will be subject to the receipt of satisfactory references.
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.
- Opportunities for study, training and networking will be provided.
- 20 days annual leave entitlement per year plus statutory public holidays.
- An occupational requirement exists for the post holder to be a practising Christian in accordance with the Equality Act 2010.

## Management

The Lay Employee will have a line manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Work with the Lay Employee to encourage the circuit churches and schools to respond to new challenges and opportunities in mission with children, young people and families.
- Determine priorities for the work with children, young people, families and schools.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a monthly basis
- Act as a "sounding board" to the Lay Employee.