

# Young Life International

## Job Description: Area Director Clerkenwell

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Salary Band: £27,152 - £40,728  
Hours per Week: 40  
Area: Clerkenwell  
Responsible to: London Director

Max. number of salaried staff supervised: Up to 5  
Max. number of clubs / ministries supervised: Up to 5  
May supervise the following job titles: Direct Ministry, Student Staff, Area Administrator, Volunteers.

### **Essential Prerequisites (from Young Life's Bylaws – article VII)**

*“Because of Young Life’s exclusive Christian purposes of evangelism and discipleship as set forth in its Articles of Incorporation and in these Bylaws, and to reflect what has always been and will continue to be the position of Young Life, specifically the Christian belief that each and every employee and volunteer of the corporation should minister as a servant of God whose primary responsibility is proclaiming the gospel of Jesus Christ and, as such, is an integral part of the Christian mission and ministry of the corporation, Young Life shall only employ individuals or enlist volunteer leaders who: (a) profess a belief in Jesus Christ as their personal Savior and Lord; and (b) subscribe to the statements and policies required of all Young Life staff, including the Young Life Statement of Faith. Therefore, employees and volunteers of Young Life, during working and nonworking hours, shall: (i) be ready, willing and able to fulfill such ministry functions as may be required by the organization; (ii) refrain from conduct and statements that detract from the biblical standards taught and supported by Young Life, and (iii) abide by all policies and practices of Young Life including, without limitation, those related to religious belief or ministry activities.”*

### **Purpose of the Position**

Through spiritual leadership and sound management, lead and develop a team in your Young Life International (YLI) area to carry out the charity’s mission of introducing young people to Jesus Christ and cultivating genuine discipleship.

### **Essential Duties**

#### **I. Area Ministry Functions**

##### **A. Spiritual Development – focus individual and team efforts on Following Jesus**

- Practise prayer and spiritual disciplines through the use of Scripture, individual and communal prayer, worship, fasting, etc.
- Gather for fellowship to build the area teams (committee, staff and leaders). Facilitate the building of faith and ministry through fun, inspiration and teaching.
- Promote growth and health in Young Life ministry, spiritually, emotionally and socially.
- Develop positive ministry relationships with local congregations.
- Develop self-leadership: manage your personal growth and development, including time and budget management and conflict resolution.

##### **B. Leadership Development – develop and empower your staff, committees, and leaders to thrive**

- Establish, recruit and expand your committee in order to initiate, grow and strengthen ministry in your area. Attend / chair committee meetings as appropriate.
- Assist your Regional Director in identifying potential new staff candidates
- Support your Direct Ministry worker(s) and Student Staff (if in post) in recruiting leaders
- Supervise multiple clubs
- Supervise key volunteer leaders to ensure all work with young people is run with excellence. Ensure leaders meet regularly to pray, plan and support each other.
- Cast the vision: develop and communicate an inspiring goal, and strategy for reaching it, for reaching out to more young people. Identify cultural, social and geographic groups not currently reached by the area and develop a strategy for reaching them. Develop a prayer strategy for reaching more youth.
- Public Relations:
  - build up the credibility of YLI as an effective (but not arrogant) organisation in working with young people in the local community.
  - network, establish links and develop shared initiatives with local Christian and community partners.

##### **C. Line Management of Staff – ensure all area staff are fully supported and held accountable**

- Manage their workload, scheduling of time off, regular performance reviews & objective setting
- Ensure that Direct Ministry workers attend all relevant training programmes
- Monitor the level of support provided to Student Staff by their mentor
- Provide individualised training to:

- i. develop personal spiritual maturity and enhance personal character
- ii. teach and grow competency in ministry skills, increase familiarity with area strategy and ministry health
- iii. manage volunteers, including recruiting, training, supervising and ensuring they complete all necessary application forms.

- Assign further training conferences at a national and mission-wide level as appropriate
- Establish a target number of camper places for each of your staff to recruit for camps and / or service projects, in line with the overall target set for your area. Support them in reaching these goals.
- Ensure all staff understand and operate at all times according to YLI policies and practices as set out in the Employees' Handbook, including Child Protection, Risk Assessments, Insurance, First Aid, Health, Safety & Hygiene procedures.

**D. *Financial Sustainability* – strengthen the ministry by sourcing funding**

- Draw up area budget annually in conjunction with the committee chair and treasurer
- Manage the spending of the area budget to ensure finances are healthy, on budget and not in deficit
- Create a strategy for appropriate levels of fundraising (according to TDS principles) and ensure this is carried out by area staff and committee
- Donor care: develop a TDS strategy and nurture major donor relationships, issuing communications at least three times per year.
- Raise financial support for your salary, expenses and area budget.

**E. *Direct Ministry* – you are not required to know every young person, but to lead by example, balancing your time spent working with young people against working with adults**

- Be active in all three levels of contact work (be seen, be conversational, share common experiences).
- Develop relational contact with young people – build sincere relationships with teenagers based on trust.
- Support club and campaigners.
- Support Campaigner meetings.
- Camps and service projects:
  - lead young people on camps and / or service projects run by the wider YLI family
  - expand local interest, coordinate practicalities of getting your young people to camp

**F. *Ministry Support* – operate administrative systems to support the core ministry functions**

- Follow all YLI policies & practices as laid out in the Employees' Handbook, including Child Protection, Risk Assessments, Insurance, First Aid, Health, Safety & Hygiene procedures.
- Responsible for ensuring all clubs, outings and other activities undertaken by young people in your area are thoroughly risk assessed. Submit paper copies to the Central Office on a monthly basis.
- Internal Communication:
  - Send timely and appropriate information to all staff and leaders.
  - Liaise frequently with the Regional Director, regional / area offices (if they exist) and Central Office.
- Data Management: maintain and update area database to provide accessible and current information in compliance with the Data Protection Act regarding registers of under-18s, consent forms and donor details.

**II. Training**

- Organise area-level training as appropriate.
- Actively participate in area, regional, national and mission-wide training programmes as directed by your line manager.
- You are encouraged to continue further training that will support you in your role with YLI. Training opportunities should be discussed and agreed with your line manager in advance.

**III. Portfolio Assignments**

- Take up summer assignments at YLI camps as assigned.
- Perform other duties as assigned and congruent with gifts, experience and area needs.

**Working conditions**

Will include the extremes of a camp and / or service project assignment, i.e. heat / cold, dirt, long hours and the physical demands of hiking, canvas camping, canoeing, etc. Staff person must be able to handle these conditions.

**This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.**