



JOB DESCRIPTION

JOB TITLE:	Youth and Families Leader
EMPLOYED BY:	Wheatley United Reformed Church
MANAGED/ SUPERVISED BY:	Phyllis Williams, Church Secretary

Vision/Purpose/Objective of role

The job will involve leading, inspiring and encouraging outreach to young people and their families, enabling and empowering young people to explore ideas, have fun and build relationships. Beginning with the young people who come to Pulse¹ (aged 11-16, where the leadership is shared between the Youth Ministry Teams of Wheatley URC and Wheatley Community Church) we hope to reach out to the growing number of young people, their friends and families who may have no church background, assess what support is needed, and provide it wherever possible.

Principal responsibilities and duties

Overall: To help grow more mature and confident young people and to support their families.

The post-holder will work² through

1. Direct Youth Work

- Developing and overseeing the URC's commitment to the inter-church Pulse Youth Group, including building trusted networks with the leaders and with each other, through activities such as games, exploration of life and faith issues, study and worship events.

¹ Pulse meets in term time on Sunday evenings between 6.30 and 8.30pm. Week by week (before lock-down) it alternated between providing 'fun' games evenings and more 'serious' discussion evenings on the other weeks. The aim for the Games evenings is to build social capital with a combination of board games in the Hall and Mulberry Room or playing music in the Church, and then, after a break for snacks, Team games in the URC Hall. The Discussion evenings take a range of topics of interest to this age group and use TEDtalks (and other similar material) to present and explore the theme through dialogue. There are Trips Out and Film Nights once per term, and an annual worship service to which all churches in the village are invited through Wheatley Area Churches.

² This list is an indication of the main tasks to be performed. It is not an exhaustive list of duties, and responsibilities and may be subject to amendments to take account of changing circumstances

- Helping organise suitable opportunities for young people, encouraging them to attend conferences and camps, and suitable Christian festivals such as Spring Harvest, Crossfire and Greenbelt.
- Developing alternative (non-Sunday) activities (including mid-week worship where appropriate) and encouraging children, young people and their families to actively participate in these activities.
- Supporting other suitable opportunities that occur, including developing relationships with Wheatley Park Secondary School alongside other youth workers and churches in the area.
- Remaining aware of those young people who have significant psychological distress such as autistic spectrum issues, obsessive-compulsive disorders, suicidal ideas and behaviour, anxiety, depression and ADHD. (While we are not seeking to provide counselling, we do wish to be better equipped to offer 'first aid' in giving support.)

Work related to direct youth work activities:

- Helping to recruit volunteer leaders and helpers and show how they can get training and support
- Working with the Safeguarding Officer to ensure all leaders and helpers are appropriately checked and cleared to work with young people
- Working with the Synod's Children and Youth Development Officer in developing a programme of training for Assistant Youth Leaders.

2. Help for Parents

The post-holder will help the team in offering regular networking events to parents, who often find themselves unsupported when their children reach secondary school age and they no longer meet each other at the school gate.

3. Leadership Training

In addition to the Youth Leaders, Pulse has several Assistant Youth Leaders, normally those who have been members of Pulse and are now in the Sixth Form, College or Gap Year.³ The post-holder will liaise with the Synod's Children and Youth Development Officer to provide mentoring for the Assistant Youth Leaders and overview their development and training.

4. Ecumenical Working

The post-holder will

³ The Assistant Leader roles offer an opportunity for developing leadership skills alongside others, to contribute to a team, and so help to provide a context in which young people may grow in maturity and in their understanding of their own and other's needs. Assistant leaders also watch out for Pulse members who may be feeling left out and quietly include them (e.g. by working alongside them in an activity). They may offer to assist the leaders in a number of specific ways depending on their own interest and skills. These may include: Helping to organise fortnightly games alongside a Leader; occasionally leading a Discussion (choosing topic within the theme; leading the discussion); helping to coordinate the annual Pulse worship (assisting members to choose themes, songs, readings, prayers).

- build on the close collaboration built over the years with other ecumenical partners through the Wheatley Area Churches and get to know key activities in schools where appropriate, and out-of-school activities such as Annual Holiday Club, Family Fun-days and youth worship events.
- work particularly closely with the Wheatley Community Church's youth leader and team, and Wheatley Fusion Youth and Community, with whom Pulse is co-led, to ensure that their activity augments rather than duplicates initiatives.

5. Being part of the wider Church team

Alongside the above responsibilities, the post-holder will be part of the wider Wheatley URC network of Ministry Teams and so will:

- play a full part in the life of the Wheatley URC community *
- comply with the Church's policies (including Safeguarding and Data Protection)
- ensure that the needs and concerns of young people and their families remain a priority in the church and encourage prayer and support
- help create and arrange printed and online publicity
- give regular reports to the Church Meeting
- undertake administration, communication, networking and publicity as required
- determine priorities in consultation with their line manager as the post develops

**Attending Wheatley URC regularly (e.g. once a month or for all-age worship) will be important in linking the project back into the local church family. However, we recognise it is important that the post-holder feels that they are also able to seek a place to worship on other occasions that best nourishes them. When attending worship at Wheatley URC the postholder and their supervisor can agree when this is part of their working hours.*

Health and Safety at Work

You are required to take reasonable care of the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with Wheatley United Reformed Church in adhering to statutory safety regulations.

Safeguarding

The Church takes the safety of everyone within the Church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the church Safeguarding Coordinator.

Terms and Conditions

- Terms of appointment: The post is currently funded until the 31 July 2024. This situation will be reviewed regularly.
- The salary will be in the range £8,400 - £10,400 per annum (i.e. 0.4fte of Point 9-14 on JNC Youth & Community Worker Scale)
- Normal working pattern: 15 hours per week initially but can be increased to 19 hours per week if job requires and with the agreement of the post-holder. It is an essential requirement to be available evenings and weekends.

- Place of Work – your place of work would be Wheatley URC (Mulberry Room) as a base in the first instance, but many tasks may take place off-site and administration can also take place from home.
- Pension provision will be made in line with statutory requirements
- All reasonable equipment will be provided, and expenses reimbursed, and a small budget kept for on-going training. (Note: you will be expected to have access to your own transport - bike or car - for this job).
- At least one day free of responsibilities each week.
- 28 days' statutory annual leave entitlement per year (pro-rata for part-time employees).
- Appointment will be subject to a satisfactory Enhanced DBS disclosure
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of a six-month probationary period.

Management

The Employee will have a supervisor / line-manager who will:

- Be familiar with the work of the Employee by meeting weekly.
- Help determine priorities for the work on a regular basis.
- Prepare with the Employee a personal development plan.
- Regularly review the vision for the role, and monitor and evaluate progress with the Employee on a regular (e.g. quarterly) basis as appropriate.
- Act as a “sounding board” to the Employee.
- Record and maintain the employee's personnel file with details such as annual leave, absence, pay and reviews.
- Ensure that the Employee receives suitable pastoral support.

There will also be a Management Group (meeting quarterly) who's function will be

- to take a strategic role in the oversight of the work i.e., how it fits into the overall Church vision
- to provide a reporting link through the line manager to the appropriate leadership group(s) within the Church.
- to direct, motivate and support the employee, enabling them to develop their potential and perform their role to the best of their ability, within the resources and time available.
- assist the line manager in his/her administrative role (employee's personnel file, leave, absence, pay, etc).
- to ensure the employee has access to pastoral support in whichever way is most appropriate.⁴

Date the Job Description was last updated: 01/06/2021

⁴ The post-holder should ideally arrange separate pastoral support outside of the immediate workplace, for the purposes of having a confidential and objective listening ear for 'letting off steam' and 'sounding off'.



PERSON SPECIFICATION

JOB TITLE:

Youth and Families Leader

Measurement:

A - Application form (and references) / I- Interview

P- Presentation/ Q- Qualification/ E- Exercise

REQUIREMENTS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications	<ul style="list-style-type: none"> Qualification or experience in education or youth work, or a related field 	<ul style="list-style-type: none"> A recognised qualification in Youth work, or the willingness to undertake appropriate training 	A / Q
	<ul style="list-style-type: none"> Disclosure and Barring Service check⁵ 		A / Q
	<ul style="list-style-type: none"> A Christian, able to clearly articulate faith in language appropriate to the context of Wheatley URC's inclusive, liberal vision and witness⁶ 		I / P
Experience	<ul style="list-style-type: none"> Experience of growing young people and in encouraging their parents/carers and families 	<ul style="list-style-type: none"> Experience running outreach to youth and their parents and carers 	A / I / P / E
		<ul style="list-style-type: none"> Experience leading and managing volunteers 	A / I
Knowledge	<ul style="list-style-type: none"> Knowing what child protection procedures are needed 		A / I
	<ul style="list-style-type: none"> Safeguarding - aware of the issues, including awareness of organisation skills needed 	<ul style="list-style-type: none"> Aware of URC Good Practice Guidelines⁷ 	I

⁵ Can be applied for by the church on successful candidate's behalf prior to beginning the job

⁶ Wheatley URC values its liberal theological tradition and the inclusive practical effects of this approach (e.g., it is registered for same-sex marriage)

⁷ Training can be provided to successful candidate

Skills and Abilities	<ul style="list-style-type: none"> • Able to work as an effective member of a team 		A / I / E
	<ul style="list-style-type: none"> • Recognising the importance of good recordkeeping and administrative skills 	<ul style="list-style-type: none"> • Be well-organised (e.g., being able and willing to send out regular notices to families, to organise and file parental permission for trips out, etc.) 	A / I / E
	<ul style="list-style-type: none"> • Have good communication skills and the ability to work with young people 	<ul style="list-style-type: none"> • Able to work with families of the young people including those from other traditions within and beyond the Christian faith 	A / I / E
	<ul style="list-style-type: none"> • Be a confident user and have skills in social media platforms, and awareness of issues in how to respect (and helping others respect) appropriate boundaries 		I
		<ul style="list-style-type: none"> • Able to drive, and with a current and valid driving license; 	A
	<ul style="list-style-type: none"> • Be able and willing to work evenings and weekends 		I