**Job Description**: Youth Ministry Co-ordinator, St. Luke’s Church, Hedge End

**Responsible to:** Vicar and PCC

**Church Calling:** We are a contemporary, caring, diverse and Christ centred church, drawn together by our desire to know and follow Jesus. We seek to provide a safe place where all people can find faith, friendship, support and direction, and where we can be inspired to be a blessing in our families, neighbourhoods and networks.

**Key Responsibilities:**

* To have primary responsibility for the leadership of the Youth Ministry at St. Luke’s, implementing and developing the spiritual direction and programme for the 11-18 year olds in the church and community.
* To help the church develop its Youth mission and ministry, building on the existing work of the Youth Café and Junction 7.

**Essential skills, knowledge and experience:**

* Vibrant Christian who loves young people, is full of the Holy Spirit and is passionate about their calling to reach, help and disciple young people
* team leader and developer of people
* Proactive approach and commitment to see projects through to completion
* Excellent relationship skills across all people groups and backgrounds
* Ability to deal with difficult situations and issues calmly and effectively
* A team player, with the ability to encourage and work collaboratively with other volunteers and staff
* Ability to adapt to different work pressures and meet deadlines
* Excellent organisational skills, with attention to detail and the ability to plan ahead

**Regular tasks:**

* To Plan, manage and implement/facilitate all youth activities and groups.
* To work closely with the Youth Café co-ordinator, attending Youth Café and being part of the team
* To build on the work of the Youth Café, establishing vision, launching new events and groups and facilitating transition of young people from Youth Café into the new groups
* To be a presence in the local community, liaising with others such as the local council youth worker
* To continue and grow relationships with our two local secondary schools, deepening engagement, leading assemblies and clubs, mentoring etc.
* on an ongoing basis, to recruit safely, lead, manage and equip a team of volunteer leaders

To develop volunteer leaders and young people by empowering and releasing through delegation

to release young people to discover their gifts and to encourage them to regularly serve in a team

* To be the main point of contact for parents, seeking to build partnerships and be a focal point for administrative enquiries
* to ensure that the Church's Safeguarding Policy is followed, and that good safeguarding practice is fully embedded in the Church's work, including regular training for volunteers
* to provide relevant and up-to-date information to young people, through all appropriate communication channels, including social media and other church applications
* to network and pray with local youth workers, encouraging collaboration across the area
* to keep informed of wider local, and national youth ministries particularly through Satellites, Youth Alpha, Youthscape etc., and to organise camps/residentials where appropriate
* to help young people engage healthily with life events such as examinations and to prepare them for life after school (including moving to university, where appropriate)
* to undergo regular training, in agreement with the Line Manager, to ensure relevant skills and knowledge are up to date
* To Purchase and oversee all youth-related stock, resources and necessities

To play a full part in St. Luke’s staff team

**The Contract:**

* + 2 year fixed-term contract, with a view to extend
	+ Full time post of 38 hours per week but a jobshare/pro-rata part time/term time only post would be considered (input over Christmas and Easter periods *would* be required if term time only, but negotiable)
	+ Subject to an enhanced DBS and a probationary period of 6 months
	+ Holidays: 6 weeks per year 228 hours) a year based on 38 hours per week including statutory holidays and a maximum of 6 Sundays
	+ Option to contribute towards NEST Workplace Pension Scheme; employers’ contribution 5% of pay
	+ Starting salary range from £25,088 - £28,936 pa) depending on experience and current situation
	+ Office space including use of a computer is provided
	+ Includes induction, regular supervision and annual review

Note: In accordance with the Equality Act 2010, it is a genuine occupational requirement that the post holder is a practicing Christian and we would expect our Youth Ministry Co-ordinator to adhere to our values as a church.