

***Youth & Children’s Leader***

|  |
| --- |
| **JOB DESCRIPTION** |
| Title | Youth & Children’s Leader |
| Employer | The Trustees of St Luke’s Church, Lodge Moor |
| Reports to | The oversight minister and nominated supervisor |
| Location | St Luke’s Church, Lodge Moor, Sheffield S10 4LQ |
| Basis of Employment | Part time, 25 hours per week |
|  |
| **WHO WE ARE** |
| St Luke’s is a busy, “open evangelical” church to the south west of the city bordering the Peak District National Park. An ecumenical partnership between the Anglican, Baptist, Methodist and United Reformed churches, St Luke’s is the only church in Lodge Moor, a residential area with a population in the region of 5,500.We aim to work out our vision in a variety of imaginative and meaningful ways through church services, home groups, Messy Church, toddler and baby groups, work in schools, our own and local nurseries and a calendar of church and community events. Those involved in front-line ministry are well supported by an enthusiastic and experienced administration team.  |
| **KEY RESPONSIBILIES** |
| The post of Youth & Children’s Leader is a new one, as we look to bring oversight, cohesion, and growth to our existing and extensive work throughout the week, ranging from our Bumps and Babies group through to our Trek & Peak groups for older teens. The key responsibilities are to:* oversee, co-ordinate and develop the work across the various groups both on Sunday’s and midweek, with particular responsibility for the 9 to 18 age group
* provide and facilitate quality Bible teaching through engaging programs and fun activities across the age ranges
* develop, support and encourage new and existing volunteers
* promote the work to the wider church encouraging unity across the age ranges
* identify and further develop opportunities to engage with the local community

**Children and Young People*** work with the children and young people to explore the Christian faith, nurturing and encouraging their spiritual growth, helping them respond positively to God’s love in Jesus Christ
* pray for and exercise pastoral concern for the children and young people
* encourage the young people to share in the life and worship of the church, encouraging them into active participation and leadership roles
* encourage attendance at age appropriate residentials, camps and Christian festivals
* be involved with the annual Holiday Club and activities at Christmas, Easter and Halloween/All Saint’s Eve
* identify opportunities to build our work within the local community, including work in schools, with our uniformed groups and help to plan and deliver special events for parents e.g. parenting course, Alpha etc.

**Vision and Strategy*** work with the oversight minister to develop and implement a vision, in order to see growth and transformation in all aspects of our work with children and young people
* monitor and measure the impact of the vision, in order to inform and adapt practice

**Leadership and Team*** work with, pray for, and support our volunteers to deliver high quality youth and children’s work
* identify and encourage suitable candidates to join existing teams
* provide volunteers with opportunities for training and development
* encourage volunteers to take on leadership roles, thereby building sustainability into our work
* develop a forum for volunteers to provide friendship, encouragement, prayer support and motivation
* take an active role within St Luke’s staff team, attending staff meetings and prayer gatherings as agreed with the oversight minister
* in addition to following the National Safeguarding Policy and Guidance of the Church of England, work within and help to implement St Luke’s Health & Safety and Safeguarding policies and procedures and model good practice to others.
* assist in leading Sunday services, particularly ‘all age’, Messy Church and Oxygen Café style
* liaise and network, where appropriate, with the Diocese of Sheffield, partner denominations, statutory bodies and other local organisations in matters relating to youth and children’s work
 |

|  |
| --- |
| **PERSON SPECIFICATION** |
| **Faith*** there is a genuine occupational requirement for the post holder to be a Christian
* a strong personal faith which demonstrates a love for Jesus and belief in the authority of scripture, the relevance of the Gospel and the power of the Holy Spirit
* a passion to share his/her faith with the children and young people in a way that is relevant in terms of age and culture
* presently active in a local church
* a willingness to take a full and active part in the life of St. Luke’s including joining with our worship services

**Education & Qualifications*** a qualification in an area relating to education, theology or youth and children’s ministry, or qualified by experience

**Experience*** experience of working with children and young people, helping them to explore and understand the Christian faith in relevant, imaginative, fun and exciting ways
* experience of taking a vision and implementing it strategically
* experience of planning and implementing a balanced programme of teaching and activities
* an understanding of current legislation affecting youth and children’s work, including Safeguarding and Health & Safety and experience of implementing and monitoring ‘Best practice’ in these areas
* experience of supporting and developing teams of volunteers
* experience of work within schools
* experience of speaking to large groups e.g., a congregation

**Personal Skills*** team leadership skills and ability to manage and inspire volunteers
* ability to negotiate, influence and implement change
* ability to plan and prioritise and effectively manage available time
* good interpersonal skills with the ability to engage all ages
* ability to set and communicate clear personal boundaries and expectations
* personal maturity that commands the respect and trust of the children and young people, the Trustees, volunteer helpers and parents

**Project Skills*** excellent communication and teaching skills including presenting publicly
* a good level of theological understanding and reflection
* an agile thinker around the interplay between faith and culture
* ability to read, interpret and engage with contemporary youth culture
* proficiency in the appropriate and proper use of social media and websites to engage with young people and to communicate more widely

**General*** competent IT skills including word processing, spreadsheets, databases and presentations
* a full UK driving licence would be desirable
 |
| **REMUNERATION DETAILS** |
| **Work Pattern*** standard working hours are 25 hours a week, to be worked flexibly. Exact days and times to be agreed with the successful candidate, but will include Sundays and some evenings
* you may be required to work additional hours from time to time to meet specific needs, which will be suitably reimbursed
* it is expected that the role holder will play a key role in Easter and Christmas activities and services. Also, with the annual Holiday Club and Halloween/All Saints events

**Salary*** the salary range for this 25 hour a week role is £16,000 to £17,500 (annual equivalent £23,700 to £26,000) commensurate with experience
* all approved expenses will be reimbursed

**Pension*** we offer a workplace pension scheme and if eligible you will be invited to join. If you decide to join the scheme you will receive contributions from us (in addition to your own contributions) into your retirement pot. This will be discussed with you in greater detail

**Holiday*** five weeks pro rata paid days per year plus Bank holidays
* holidays to be agreed in advance with any one period of leave not to exceed two consecutive weeks

**Development**: there is an expectation that the post holder will:* seek and attend relevant and appropriate ongoing development and training to support them in the role, including the Church of England’s Leadership Level and other required Safeguarding Training, and renewing this as prescribed
* meet regularly with a support group for prayer, to share ideas and for general support
* build in time for personal reflection, to recharge and to spend time with God
 |
| *The above Job Description is a guide to the work you may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances* |