

Saintfield Parish
Church of Ireland



Part-time
Youth Worker Role

May 2023

Saintfield Parish Church

Part time Youth Worker



Location

Based in Saintfield Parish but must be willing to travel as necessary in connection with the duties of the post.

Applications are invited from

Persons who meet the experience and competence requirements listed below.

Background

Saintfield Parish has employed Youth Worker since June 2009. The previous post-holder left in May 2023 and the parish wishes to recruit a Part-time worker to develop the youth ministry already set in place and growing.

Purposes and Objectives

The main objectives of the post will ask a Youth worker to:

- Continue our established Young families worship (REFRESH) on Sunday mornings and to maintain our youth work (SPY) Form 1+ on Sunday Nights;
- Explore new models of worship and discipleship that could progress Saintfield Parish;
- Demonstrate clear leadership of groups, proven bible teaching, a positive role model, mentoring teens and key youth leaders;
- Work within our church family and its established networks, identifying, implementing and growing leadership for youth discipleship, leadership and outreach;
- To work within the local Primary School and High School for Assemblies. Scripture Union and Mental Health programmes that are in place.

Notes

Duties and Responsibilities

The Youth Worker will seek to:

- Plan and deliver programmes that at their heart offer a bible centred discipleship for young people;
- Be responsible for leadership of our youth work in collaboration with the wider congregation;
- Engage with all young people, parents, the wider congregation and the community through a positive Christian role model;
- Develop and deliver new opportunities for young people to share and serve;
- Work closely with the Vicar, staff, management group, Select Vestry and wider Diocesan Youth network;
- Offer pastoral direction in partnership with other leaders, Vicar and when needed Safeguarding Trust;
- Lead REFRESH and empower it;
- To develop a clear strategy of communication with young people and young families that will include proactive visitation of households.

Notes

Essential Criteria

The Youth Worker must be:

- A Christian who has Jesus at the centre of their calling, who is seeking to grow spiritually, emotionally and in faith through this challenging and exciting role;
- A person with proven experience of this type of work who will plan youth activities in partnership with other volunteer leaders;
- A person who will lead our parish into new thinking, initiatives and vision for its youth ministry and potential;
- A person who can work independently and is a self-starter.

Educational Qualifications:**Applicants must hold, by the closing date for applications:****Essential**

- A qualification no less than NVQ /BTEC Level 3 or equivalent (e.g. A Levels)

Desirable

- A qualification in youth work to at least Level 3 on the framework for Higher Education Qualifications (FHEQ);

Knowledge and Skills:**The successful applicant must demonstrate:****Essential**

- Proven ability in disciplining young people.
- Proven ability to co-ordinate programmes and activities.
- Good IT skills and proven use of social media.
- Proven ability to build teams and improve effective leadership.

Desirable

- An ability to evaluate and review programmes and activities.
- A working knowledge of current youth issues.

Experience:**The successful candidate must have:****Essential**

- Experience in working with young people for no less than 2 years within the past 7-year period.
- At least two years' experience as an accountable leader of Youth within the voluntary / faith sector.

Desirable

- 2 years' experience of paid employment.

Essential Competences:**Applicants will be expected to demonstrate both in their application and at interview, evidence of the following essential competencies:**

- Good oral and written communication skills that are both creative and skills;
- Ability to relate with young people of all ages;
- Ability to relate well to parents;
- Ability to lead and grow leadership teams;
- Ability to make decisions and exercise sound judgement;
- Self-motivation and personal organisation skills.

Special Circumstances:

Hold a full current driving licence enabling them to drive within Northern Ireland and access to a form of transport that meets the needs of the post.

(The vehicle will need to be insured for 'business' but this can be addressed once in post)

Health Requirements:

- Acceptable attendance record.

Terms & Conditions

- **Duration :-**
The post is for a 1-year period but could be extended by mutual agreement;
There is a 6-month probation period and review;
During your employment you will be employed by Saintfield Parish Church Select Vestry.
- **Hours:-**
The normal working week will be 16 hours. On the occasions you may be required to work beyond these hours up to 20 hours if needed. A Time in Lieu/Monetary Payment will be discussed and agreed;
A designated office in Saintfield Church House is available for work and a regular meeting with the Vicar.
- **Salary:-**
These are paid Direct Debit monthly in arrears. The rates are 16 hours per week at a pro-rata salary of JNC Scale Point 7 Youth and Community support Worker £22,196. This is reviewed annually.
- **Annual leave on a pro-rata basis.**
12 Statutory/Public Holidays (pro rata) are granted each year.
- **Expenses:-**
Locomotory is on the diocesan scale of £0.50 per mile in respect to official authorised business;
All photocopying will be done in Church Office.
- **Sick Pay:-**
Payment for sick leave inclusive of Statutory Sick Pay (SSP) will be made as follows;
Under 6 months - one weeks' full pay followed by up to 27 weeks SSP.
Under 12 months – two weeks' full pay followed by up to 26 weeks SSP continuing to increase on an annual basis to a maximum of 26 weeks' full pay.
- **Parental Leave:-**
In accordance with the Employment Relations Act 1999, you may be eligible for unpaid leave for children born or adopted on or after 15th December 1999. The Parish however will grant 2 Two Weeks paid leave at the appropriate time.
- **Maternity /Paternity Leave Benefit:-**
Women employees who become pregnant are entitled to maternity leave and maternity pay in accordance with the provisions laid down in statutory legislation. All statutory legislation relating to paternity leave will be observed.
- **Grievance Procedure:-**
You may at any time seek redress for what you consider to be a grievance relating to your employment. The method of dealing with any grievance will be through two selected members of the management team. In the need of an appeal, a sub-committee of the Select Vestry will act as the Appeals Committee.

Terms & Conditions continued

- Safeguarding-
You are always required to work in compliance with the Safeguarding Trust Policy of the Church of Ireland. **If successful in your application, confirmation of the position will be dependent on a successful ACCESS N.I. Check**
- Health and Safety at Work:-
You are always required to work in compliance with the Health and Safety at Work Policy.
- Job Description:-
A job description is provided and forms part of the contract of employment.
The job description may be reviewed annually (if required) in consultation with the Vicar and management team. Any changes should be notified to the Select Vestry for their consideration.
- Termination of Employment: -
To terminate your employment, you should give four weeks' notice in writing to both the Vicar and the management team. Likewise, the Vicar and management team will give a minimum of four weeks' notice in writing to terminate your employment.

Next steps:

1. Provide a C.V. that demonstrates your response to our essential/desirable criteria
2. Provide on the C.V. 2 references one of which if employed, should be a current Leader/Line Manager etc.
3. Please return to either
Chris.pollock3@btinternet.com

Or by mail to

Rev C Pollock
Church House
45 Main Street
Saintfield
Co Down
BT24 7AL

By noon Friday May 26th 2023

4. Interviews will be held the week commencing June 5th 2023
5. Contact Chris Pollock (if needed) 07519668747 for any further information.