JOB DESCRIPTION: YOUTH WORKER

Title: Youth Worker
Reports to: The Vicar (or an agreed member of the Leadership Team)
Length Of Post: One year
Date Of Commencement: Based at: Holy Trinity Church
Hours: 24 hours per week (to be worked flexibly including weekends).
Pay: £11.61 per hour

SUMMARY
Youth Work has a place at the heart of Holy Trinity's historical and ongoing ministry in Aylesbury. Assisted by, and in collaboration with the Vicar or nominated Line Manager, the role of the Youth Worker will be to lead and develop HT's Youth Work activities, allocating team resources as necessary so as to develop the ministry of Holy Trinity amongst young people aged 11-18 within a variety of settings. It is expected that the Youth Worker will bring a degree of innovation to this role, suggesting and developing new ideas and ways to disciple and support the young people in their specific cultural context.

OVERSIGHT & KEY RELATIONSHIPS
The Youth Worker will be employed by the Parochial Church Council (PCC) of Holy Trinity Walton Church. The Youth Worker will report to the Vicar, or a nominated member of the Leadership Team, who will be responsible for giving direction and guidance to facilitate all aspects of the role.

The role also requires effective liaison and communication with the Church's Leadership Team, Staff Team, volunteer youth leaders, church members and the general public.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

CONTACT & TEAM
- In agreement and collaboration with the Vicar & Leadership Team, to play an active part in developing and delivering a vision and strategy for Youth Work at HT, finding innovative and contextual ways to do mission, discipleship and build community amongst the young people.
- In collaboration with the Youth Team, coordinate, develop and deliver the Youth Programme for each Term, liaising with, and maintaining good communication with the Staff Team, Youth Interns and Volunteer Youth Team; developing rotas for Volunteer Team members and supplying timely information to the Church Office.
- To research, suggest and arrange training opportunities for the Youth Team eg attending Training Days by New Wine, SU, etc.
- To help express and represent the needs and views of the young people to the PCC, Leadership Team, and wider church at HT.
COMMUNICATIONS

- To invest appropriate time in communicating the Youth Programme, activities and events to the Young People, including the careful development of the online social community (via Facebook Group or similar) of Youth Work at HT, finding opportunities and ways for young people to begin to share their faith and do mission online.
- To maintain accurate and good administrative details and records of the Young People attending HT’s Youth events, ensuring files are kept up to date with registration details, delivery of Risk Assessments for Youth activities, and appropriate Policies (eg HT’s ‘Trips’ policy).
- To maintain Safeguarding procedures in line with HT’s safeguarding policy under the guidance of HT’s appointed Safeguarding Officer.
- To keep an awareness of the financial budget for HT’s Youth Work.
- Attend the Ministry Coordination Group meetings to communicate details of planned / suggested Youth events, and liaise with other Ministry Group members so as to provide cohesive Church diary planning.
- To liaise closely with the Leadership Team to offer support for other whole-church activities and events.

SUPPORT AND OVERSIGHT

- The overall strategy for Youth Work is overseen by an appointed Leadership Team Member and the Vicar, on behalf of the PCC. The Youth Worker is appointed by the PCC.
- On a day-to-day basis the Youth Worker will be responsible to, and supported by, the Leadership Team responsible for Youth Strategy, who is responsible for setting regular meetings to agree operational matters to ensure smooth coordination of the Youth Work within the life of the Church.
- The Youth Worker will be appointed, by agreement, a Mentor with whom they will meet regularly and from whom they can receive personal support, develop specific skills, coaching and discipleship that will enhance the Youth Worker’s personal and professional growth.
- Annually, the Youth Worker will be invited to hold a formal review with the Vicar and a member of the Leadership Team to discuss the role, to agree future plans and resolve any concerns.
- There is an opportunity to join the Staff team once a week for Morning Prayers, and occasionally a Staff Team half-day of reflection.
- Any expenses incurred can be claimed monthly by filling in an Expenses Claim form, which should be returned to the Church Office Administrator.

OUTLINE TERMS & CONDITIONS

- **Hours.** Given the nature of Youth Ministry, the hours to be worked will be spread over the course of a full week including time at weekends and evenings.
- **Holidays.** The annual leave year runs from 1st January to 31st December. Given the requirements of Youth Ministry, where statutory public holidays fall during key church festival periods such as Christmas and Easter, the Youth Worker may be expected to take days off in-lieu at other times.
- **Safeguarding.** The role of Youth Worker is subject to satisfactory Enhanced Disclosure from the Disclosure And Barring Service. The Youth Worker must abide by the agreed procedures set-out in the P.C.C.’s Safeguarding Child Protection Policy under the guidance of the church’s appointed Child Protection Officer.
- **Confidentiality.** Given the nature of ministry, the Youth Worker must agree to abide by the Church’s agreed procedures to ensure the complete confidentiality of a wide range of material and information.
- **Discipleship.** It is expected that the Youth Worker will be an active member of Holy Trinity Church, a
member of a Small Group or Cluster demonstrating an active prayer / discipleship life, and be in agreement with the Vision and Values of Holy Trinity.

PERSON SPECIFICATION

ESSENTIAL

- DBS Disclosure
- Maturing Christian faith, firmly rooted in the authority of the Bible and led by the Holy Spirit
- Motivated by a genuine desire to serve God and others
- Clear vocation and passion to meeting the spiritual needs of young people
- At least 1 year’s experience in Youth Work, voluntary or paid.
- Creative and innovative thinker
- Able to mix easily with people of all types and background
- Willing to take risks and able to bounce back

DESIRABLE

- A relevant qualification in Youth Work or similar.
- Experience of leading church-based youth work
- Social media / Web user
- Driving licence