

St Andrew's Church

CULLOMPTON

Job Description	
Job Title: Children, Youth & Families Pastor	Line manager: Vicar
Ministry Area: Children and Youth	Location: St Andrew's Church & Cullompton Community Centre
Date: January 2024 Review date: February 2025	Salary Package: £28-32k dependent on experience & skills
Employer: The Parochial Church Council of St. Andrew's, Cullompton (hereafter referred to as the PCC)	Hours: 37 per week including Sundays and up to two evening sessions (no more than 14 Saturdays per annum)
Probation/Review: 6 months	Holidays: 25 days + Statutory Holidays pro-rata
<p>Job purpose:</p> <ul style="list-style-type: none"> ➤ To provide leadership and coordination of St Andrew's vision, strategy and delivery of Children's and Young People's work in the Church and community in line with our vision statement of 'Revealing the heart of Jesus in the heart of our community', helping children, young people and parents to come to faith, grow in faith and find their place in the family of the church. ➤ To provide leadership and support to the Children and the Youth Workers along with the volunteers involved in delivering activities ➤ To have an overview and take a lead in planning and leading all-age services ➤ Continue to develop the well-established work with toddlers and their carers ➤ To recruit, motivate, support, and train teams of volunteers 	

Key accountabilities

To lead, oversee and develop the vision for our Children's, Youth & Families Work in the Church and in the community

- Review existing ministries; taking a lead in the provision of great programmes in the Church, looking to break new ground within the church and community.
- Establish a safe space for children and young people and maintain clear and proactive approaches to safeguarding and risk assessments that provide a safe environment for all ensuring there is a clear and easily understood route for children and young people to access safeguarding services both within the church environment and in their personal circumstances.
- To ensure that staff and volunteers understand and comply with St Andrew's Safeguarding Policy and all relevant risk assessments
- Work and regularly pray with the vicar, key volunteers, staff and strategy teams to advance the Vision and Ministries that will encourage and enable young people and their families to come to faith and grow in their relationship with God
- Establish and promote clear pathways for children and young people and their families to engage with the services offered and provide feedback to parents.
- Establish and model best practices for children and youth groups by regularly leading sessions
- Work with the Children and Youth Workers to successfully transition children & young people between different stages of their church and faith journey (eg toddlers into church/KidZone; KidZone into youth)
- Liaise with the Worship Coordinator and Worship Leader to ensure all-age services are engaging, well planned and relevant. Alongside the Youth Worker liaise with the leads for Media & Comms and Worship to encourage young people to become part of those teams
- Act as the primary link between St Andrew's Church and the local schools, developing the current working relationship with a particular focus on:
 - Linking with the lead for RE in all schools;
 - Offering to take part in/lead assemblies
 - Promoting Children's and Youth events e.g. Kidzone Saturdays, Friday Youth socials
 - Work to re-establish a Christian Union at Cullompton Community College
 - Encouraging schools to hold services at the church
 - Linking with School Pastors (training to become a School Pastor)
- Plan and oversee the established term time weekly toddler group alongside the children's worker
- Seek to connect with any partner organisations in the community
- Plan and organise the annual weekend attendance at SPREE with the Children's & Families and Youth Workers
- Along with the Youth Worker organise and plan annual residential weekend residential/activities eg youth weekend away/summer camps
- In partnership with the various teams seek to develop the work in discipling and mentoring of families, and where appropriate offering pastoral care and support and linking with other organisations if required.

To motivate, support and train teams of employed staff and volunteers

- Provide line management and direction to the Children and Families and Youth Workers
- Manage the recruitment, motivation and scheduling of volunteers across all children's and youth activities in the church
- Ensure that volunteers understand their role, guidelines and personal responsibility
- Coach volunteers in best practice and provide regular feedback and encouragement
- Help volunteers to access appropriate training events and activities.

Resources & Administration

- Prepare and communicate programs, rotas and key responsibilities for across children's and youth programmes to run smoothly.
- Oversee, help to prepare and implement budget including keeping financial records and being accountable for funds.
- Manage grant applications to charitable trusts and organisations
- Make use of communication and media opportunities to promote events, the ongoing Children's and Youth Work of the Church and as a tool to reach a wider audience pertinent to the vision.

Person Specification

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> ➤ Children and/or Youth work qualification ➤ Theological training or qualification
Experience	<ul style="list-style-type: none"> ➤ Previous experience of leading or helping to lead children's and/or work in church 	<ul style="list-style-type: none"> ➤ Working with families
Skills & abilities	<ul style="list-style-type: none"> ➤ Ability to build relationships with children and young people ➤ Positive attitude and good interpersonal skills with the ability to communicate both verbally and in writing ➤ Good organisational skills ➤ Being able to work on own initiative to complete tasks to deadlines ➤ Able to arrange rotas, recruit and train volunteers ➤ Motivated and able to offer inspired leadership ➤ Ability to build relationships with young and older people ➤ Good teamwork skills that will foster a collaborative and supportive environment 	<ul style="list-style-type: none"> ➤ Previous experience of managing people ➤ Knowledge of current safeguarding policy and practice ➤ Ability to mentor and develop volunteers and disciple children and young people ➤ IT skills
Personal qualities	<ul style="list-style-type: none"> ➤ Firm & active Christian faith & good Christian role model ➤ Desire to see people come to know Jesus & grow in relationship with Him ➤ Emotional and mental resilience ➤ Team player ➤ Integrity ➤ Well-organised ➤ Flexible 	