



**ST PAUL'S CHURCH LETCHWORTH YOUTH WORKER  
(MATERNITY LEAVE COVER 0.5 FTE - 18.75 HOURS PER WEEK)**

**Job Description**

**Overview of our Youth Work:**

St Paul's Parochial Church Council (PCC) wishes to appoint a person with a passion and calling for working with our young people to cover the maternity leave of the current postholder. It is envisaged that maternity leave will commence on 1<sup>st</sup> April 2022. The starting date will be as soon as possible after the appointment is made to allow for a period of handover.

The appointment will be for a fixed term and continuing until the current postholder returns to work after their period of maternity leave.

It is important to provide, as much as possible, continuity for our young people during this period of change, maintaining their current groups and the many and varied ways of communication. Whilst the full job description is set out below, it will be important to focus on the key priorities for young people's ministry during this time. These will be agreed with the current postholder and the line manager during the period of handover and regularly reviewed with the line manager throughout the period in post.

**Employment:**

The appointment will be made on behalf of the Parochial Church Council (PCC) as the employer. The office base will be at St Paul's Church, 179 Pixmore Way, Letchworth Garden City, SG6 1QT. The post holder must be able to travel within the parish and beyond as required.

**Accountability and key relationships:**

The line manager is Rev'd Jeni McQuaid, Vicar of St Paul's and All Saints' Willian. Key relationships include the children and families worker and other members of the ministry team, churchwardens, the Parochial Church Council, local head teachers and other key community leaders, the Diocesan Youth Missioner and members of our church family.

**Job Purpose:**

To be responsible for leading, coordinating and developing existing and new work with young people, encouraging and enabling the involvement of volunteers, which contributes to the fulfilment of our vision To Show the Light and Love of Jesus for all.

Our vision for youth work is to help our young people:

- Explore what life's about, making sense of the big picture and the big questions.
- Engage with God, his world and community, encouraging the journey of faith in God's world.
- Experience a sustaining faith, being able to grow in a personal relationship with God.

**Key responsibilities:**

1. To work with the PCC and ministry team to provide vision, strategy and leadership in the field of youth work across the parish, which results in growing numbers of young people coming to know the love of God in their lives
2. To lead and develop St Paul's current work with young people, supporting and coordinating our Sunday groups, mid-week groups and special events for young people throughout the year
3. To develop, train and equip teams of volunteers for our ministry with young people
4. To lead and be involved in aspects of church worship and events which relate to ministry with young people
5. To be responsible for building relationships with young people and their families, encouraging them in their individual journeys of faith, acting as a point of contact, helping those who are new to the church to integrate and signposting pastoral needs where appropriate
6. To build and maintain St Paul's relationships with the Christian Initiative in Schools worker, together supporting schools pastorally and in teaching the Christian faith. This may include making regular school liaison visits and leading assemblies, special services and workshops
7. To act as the Children's Advocate/Independent person in safeguarding matters relating to young people and to ensure that the House of Bishops' safeguarding policies and practice guidance are followed in all work relating to young people, attending all necessary safeguarding training as required. For details see <https://www.stalbans.anglican.org/diocese/safeguarding/>
8. Communicating the vision for youth ministry across the church, engaging others in promoting this vision and building relationships with other groups in the church as may be required

Key Criteria	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>An Occupational requirement exists for the post holder to be a committed Christian who is an active communicant of the Church of England or a church in full communion with the Church of England, in accordance with the Equality Act 2010</li> <li>This post is subject to enhanced Disclosure and Barring Service check with barring information for children.</li> </ul>	Qualification in working with children and young people or youth ministry
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working in the church context with young people</li> <li>Communicating and teaching effectively and inspiring to young people and the congregation</li> <li>Conceiving, planning and executing regular and occasional activities and events for young people</li> <li>Establishing fruitful relationships across a wide spectrum of groups and individuals in a church or community context</li> <li>Working in and leading teams</li> <li>Motivating, inspiring and seeking appropriate training for others in youth work</li> <li>Liaising/working alongside local worker for Christian Initiative in Schools</li> </ul>	
<b>Knowledge, skills and abilities</b>	<ul style="list-style-type: none"> <li>Strong written and verbal communication skills</li> <li>Good social media and IT skills</li> <li>Good organisational skills, including time management, delegation, goal setting and delivery of agreed objectives</li> <li>Knowledge and experience of working with safeguarding policies and practice</li> <li>An understanding of data protection and data security</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>A strong personal faith with a passion for seeing young people come to and grow in faith and an ability to exercise spiritual leadership</li> <li>A high level of interpersonal skills, able to demonstrate self-awareness and emotional intelligence</li> <li>Well-motivated to work alone as needed for preparation and planning</li> <li>A good team player who can enthuse and inspire others</li> <li>Commitment to personal and professional development with an eagerness to try new things and work flexibly with enthusiasm and initiative</li> <li>Ability to respect matters of confidentiality and sensitivity</li> <li>Able to exercise sound judgement and make decisions within levels of delegated authority</li> </ul>	
<b>General</b>	<ul style="list-style-type: none"> <li>Ability to work flexible hours, including evening and weekend commitments</li> <li>Able to work and worship comfortably within our church worship styles and in those congregations that include children and families</li> </ul>	