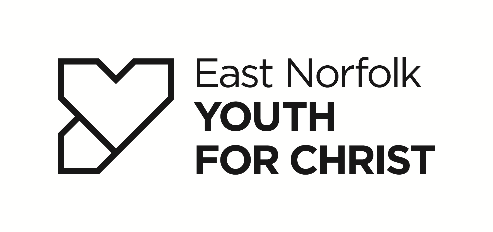
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*We’re about seeing young peoples’ lives changed by Jesus*

# Job Specification & Person Specification

*This post is subject to a satisfactory DBS check, which will disclose all cautions, reprimands and warnings as well as convictions.*

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| **1. Post** | | | | | |
| Post: | Lead Youthworker | | | | | |
| Grade: | Youthworker | Date: | 24/04/19 | | | |
| **2. Supervisory responsibilities/position in structure** | | | | | |
| Responsible to: | Trustees | | | | | |
| Responsible for: | Volunteers | | | | | |
| **3. Main function of job** (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required) | | | | | |
| To lead and head up the youthwork in East Norfolk for Christ, delivering youth projects in schools and the community, building strong relationships and partnerships with local churches, equipping and empowering volunteers and building a positive network of prayerful and financial support. We are particularly looking for someone to help geographically grow the work and ministry of the organisation across East Norfolk.  The role primarily needs someone who is passionate about evangelism/sharing their faith and evidence brilliant people skills. All work will help young people in their transition to adulthood, regardless of any decision they might make about faith, but will always demonstrate and promote Christianity, providing opportunities for the young people to experience, hear about and respond to the Gospel in ways that are relevant to them. As an evangelistic organisation our work must always create the potential for people to come into a relationship with God, whilst recognising and respecting the boundaries of working in other contexts.  The worker will serve Great Yarmouth Charter Academy, building on the strong existing pastoral relationship working within the context of the school’s policies. This will mean being available on the school premises at regular designated times, to listen to and engage with pupils and staff wherever practical. The worker will be able to explore further opportunities to support the school and develop new work in other schools.  The worker will deliver a successful youth café and must be able to organise this together with volunteers using a variety of resources to engage with the young people who attend.  Where paid church partnerships exist, the worker will deliver projects in line with the churches aims and objectives alongside Youth for Christ’s evangelistic calling to young people.  The worker will need to be extremely organised and capable of managing themselves and have a desire to see the organisation flourish and thrive, going out of their way to build new relationships and build on existing work. The worker will bring their own unique blend of passions and talents to bear in creating innovative new expressions of our work. Support will be given from the trustees as well as initial oversight from the Director of Norwich Youth for Christ. | | | | | | |
| **4. Main duties** (brief description) | | | | | |
| Main Duties/Responsibilities | | | | | | |
| Working in accordance with East Norfolk Youth for Christ's mission of evangelism to young people.  Relating with young people in formal and informal settings, creating clear opportunities within activities for young people to discover faith and grow in their faith.  To be a pastoral support in the secondary school and build on this, furthering schools work delivery where opportunities allow.  To work in the established youth cafés/clubs in the Great Yarmouth area, building relationships with young people in formal and informal settings, including detached work.  Deliver youthwork activities for specific church partnerships.  Engage with young people and supporters through our social media accounts; seeking to establish a social media presence.  Discipling young people; this may include some one-to-one work.  Recruiting, equipping and retaining existing volunteers for youthwork activities.  Planning and running activities and events that help further our vision.  To work in line with British Youth for Christ values and mission, attending gatherings where possible. | | | | | | |
| Intermittent Duties/Responsibilities | | | | | | |
| Overseeing the general life of this small but passionate and motivated Youth for Christ centre, for example: through events; projects; communications; leading and participating in prayer, worship & bible study meetings.  To engage with churches in the area, building on existing relationships, meeting church leaders and building networks of support. To represent East Norfolk Youth for Christ e.g. at services, prayer meetings, concerts, trusts.  Working in partnership with other Youth for Christ centres in Norfolk including supporting the delivery of annual Christian camps.  Preparing reports for trustees and funders where appropriate.  To work with fund-raising personnel.  To undertake any activities as requested by your line manager. | | | | | |
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| **5. Requirements to carry out job** | | | | | |
| Essential or desirable requirement | | | | E | D | |
| Qualifications/education required:  (*This post requires a certain minimum academic ability, but we recognise that exams and certificates are not the only means of demonstrating this. If you feel that you can meet these academic standards, despite not having these qualifications, then please apply and demonstrate your abilities by including a 1,000-word essay on a subject related to forming and maintaining healthy relationships with young people and schools.)* | | | |  |  | |
| Five GCSE's, C or above  Three 'A' levels, C or above  Degree (see notes above) | | | | √ | √  √ | |
| Competencies required: | | | | E | D | |
| Developing Vision:   * *Devising creative & innovative ideas, approaches and aims* * *Communicating these to others so that the enthusiasm is shared* * *Taking ideas from vision to practical outworking*   Strategic Planning, Management & Evaluation  Delivering presentations to churches  'Up front' Communication (e.g. facilitating sessions)  Professional Communication (e.g. Communicating with Schools)  Experience of working in schools  Building support networks within church communities  Setting and maintaining clear boundaries of behaviour with young people  General Youth Work Competencies\*   * *Build relationships with young people that enable them to explore and make sense of their experiences.* * *Facilitate young people’s learning and their personal and social development.* * *Enable young people to organise and take increasing responsibility for activities, events and projects.* * *Work with young people in accordance with the core values of youth ministry.* * *Plan, manage and develop youth ministry.* * *Support and develop effective, efficient and ethical Practice in youth ministry.*   *\* Adapted from National Occupational Standards for Youth Work. An understanding of these concepts as essential, even if there is still room for improvement in their practical application.* | | | | √  √  √  √  √ | √  √  √  √ | |
| Specialist training/knowledge required: | | | |  |  | |
| Youth Work qualification. | | | |  | √ | |
| Any particular aptitude/skill required: | | | |  |  | |
| General IT Skills.  Clean driving licence and access to a car. | | | | √  √ |  | |
| Personal characteristics required: | | | |  |  | |
| As a post with a Christian evangelistic charity, there is a genuine occupational requirement that the postholder have a professed, demonstrated and committed faith in accordance with the Youth for Christ Statement of Faith. The postholder must also maintain a commitment to evangelism amongst young people (The Equality Act 2010 (Part 1 of Schedule 9) apply).  The post holder will be a good team worker, willing to make an effort to integrate into the existing team and draw in new volunteers.  The post holder should have a general appreciation of and for a variety of church traditions / denominations.  The post holder must demonstrate a professional approach to all aspects of their work. This includes an expectation to be appropriately smart and presentable.  A commitment to our Statement of Faith and our Code of Conduct | | | | √  √  √  √  √ |  | |

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| Special conditions: | This post will entail regular evening and some weekend work. |
| Working in different locations: | Varied across East Norfolk but will include some travel to our Norwich office. |