**St Margaret’s Church- Youth and Community Leader: Job description**

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| **Job title:** | Youth & Community Leader |
| **Reports to:** | Line Manager and overall to the Rector of St. Margaret’s  |
| **Hours of work: 25 per week (variable)** | 20-30 hours per week parish based- in Chipstead parish (including Sundays, and Christian festivals)Working pattern may require and allow for some flexibility. |
| **Salary:** | £23-£25k\* full-time equivalent p/a plus occupational pension (full details on appointment)*\*dependent on qualifications & experience* |
| **Term of employment:** | Permanent *(with a six month probationary period).* |
| **Annual leave** | 6 weeks (to include 6 Sundays- plus statutory holidays. (May be expected to work on Christian festivals in which case days may be taken in lieu.) |
| **Normal place of work** | On the St Margaret’s/Orchard site, in the parish, or from home.  |
| **Purposes & Aims** | To inspire and encourage people in faith, hope and love – in the local church, in schools and in the community. |
| In the parish of St Margaret’s Chipstead:* To lead, inspire, envision and encourage the church in its work of growing young people (11-18’s) in their Christian faith.
* To teach, encourage and model the Christian life to young people, with the aim of seeing them mature in their faith in Christ.
* To strengthen the existing youth ministries and look to break new ground within the community and church family.
* To listen to the needs of the wider community so that the Church is better able to discern how to assist in healing and bringing others to wholeness.
* To commend Christ to those from church and non-church backgrounds through various outreach means within St. Margaret’s parish.
* To encourage people to be drawn fully into the life of the church and Christian discipleship.
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| **Area of activity** | **Tasks** |
| All Areas | * To pray regularly for the young people and to encourage the wider church to pray for the young people and the youth leadership teams
* To ensure that Safeguarding policies are followed at all times and to liaise as necessary with the Parish Safeguarding Officers
* To communicate effectively
* To meet with the line manager for supervision and support as agreed
* To meet with the Children, Families and Youth steering group
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| St. Margaret’s Children, Family & Youth Ministry(15hpw) | * To oversee and co-ordinate the Sunday weekly Ignite group (11-14) morning session and an evening youth session (14+)
* To present sound and imaginative biblical teaching
* To organise and staff an informal mid-week youth ‘drop-in’ session.
* To organise regular evangelistic or social events as appropriate (at leasttermly for a joint Ignite and Youth Group)
* To recruit, nurture, encourage and enable the youth team leaders and volunteers
* To play a full role in the church leadership team attending weekly team meetings and liaising with clergy and other staff
* To enable and organise residential opportunities for our young people
* To work alongside the Children and Families Leader in planning and co-ordinating Yr 6 children transitioning from Junior church into Ignite
* To be a part of the All-together team, which plans, runs and reviews some of the worship services across the year; and to participate, and encourage youth participation where appropriate, in services
* To work together with the Children and Families Leader in planning and hosting events and activities for children and youth, and in ensuring that CFY are actively involved and integrated within the life of St Margaret’s
* To share responsibility for the planning and chairing of the termly CFY leadership meetings
* To facilitate training and courses for volunteers and parents
* Provide updates for the PCC, and be involved in reviewing and developing the CFY section of St Margaret’s Mission Action Plan
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| Community based work(10–15hpw) | * To build and maintain links with local and other community organisations.
* To seek opportunities to make connections and support young people in local secondary schools liaising with SparkFish (local Christian schools work charity) as appropriate.
* To assist with community outreach as appropriate.
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| Personal knowledge, skills and experience | * Participate in agreed training activities to gain relevant skills and expertise
* In consultation with you Line Manager and the Rector, to develop healthy patterns of ministry and personal growth
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**It is a genuine occupational requirement that individuals employed by St Margaret's Church, Chipstead are practising Christians, whose lifestyle is in keeping with the ethos, aims and purpose of the Church. Any appointment will be subject to enhanced DBS disclosure.**