



APPOINTMENT OF A YOUNG PEOPLE AND FAMILIES LEADER Spring/Summer 2024

JOB DESCRIPTION

Overview:

Job Title:	Young People and Families Leader
Employer:	PCC of St Nicolas Church Cranleigh The Church Office Church Lane Cranleigh GU6 8AR
Reporting to:	The Rector (Revd Canon Roy Woodhams)
Salary:	In the range £27,000 - £30,000 PA (according to experience)
Pension:	The post holder will be eligible for a Workplace Pension on completion of the probationary period
Hours of Work:	Ideally Full time – Maximum 40 hours per week, spread across 5/6 working days per week and including Sunday (Some flexibility required). The role could be modified to suit someone who wished to work less hours.
Annual leave:	6 Weeks PA plus Bank Holidays (When it is necessary to work on a Bank Holiday, such as Christmas Day or Good Friday, time can be taken off in lieu). No more than 5 Sundays can be taken in a year
Contract term:	Ongoing (after a period of 6 months' probation)
Start Date:	September 1 st 2024 (or ASAP thereafter)
Accommodation:	To be the responsibility of the post-holder, and ideally should be within, or near to, the parish. Some assistance may be available in finding suitable accommodation
Normal Place of Work:	Youth People and Family Leader's Office/Church/Parish

Job Purpose

To work with children and families and their leadership teams to enhance and develop our ministry.

The role has a Genuine Occupational Requirement (GOR) to be a practicing Christian. A DBS check at enhanced plus level is required for this role.

Position of Trust

- This role falls under the Positions of Trust Legislation

<https://www.nya.org.uk/safeguarding-asset/position-of-trust-guidance/>

Safeguarding Training Requirements

This role requires the following safeguarding training.

- Basic awareness
- Foundation
- Leadership
- Raising Awareness of Domestic Abuse
- Safer Recruitment & People Management (Both online and in person)
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Personal qualities:

- Previous experience in a similar or related role would be preferred, but applications are welcome from those who do not have this experience.
- Able to build on the good work done by the volunteers, but open to new ideas and opportunities for the role to grow and develop
- Personally committed to Christ, the building up of his Kingdom, and in broad empathy with the mission Statement of St Nicolas, to be a Church which is Caring, Sharing and Daring
- A person of prayer whose character and lifestyle is fully consistent with their Christian faith, willing to explore the possibility of Licensing within the Church of England
- Ready to lead, inspire and encourage the St Nicolas Church in its work of growing children and young people in their Christian faith
- Passionate about bringing young people to a living faith in Jesus Christ
- A team player
- Innovative and creative
- Good communicator (of both spoken and written word) with a good sense of humour
- Willing to learn
- Aware of the current pressures on young people and family life
- A role model for young people

STRATEGIC ROLE:

Vision and Strategy:

- Develop and implement strategies that are consistent with the Parish Mission Statement to be a Church which is Caring, Sharing and Daring

Leadership:

- Coordinate the teams (see Parish Profile) involved in all aspects of Family, Youth and Children's work in the parish
- Take responsibility for recruiting, training, equipping, encouraging and supporting (practically and prayerfully) volunteer leaders and helpers for young people's work across the Parish. This will include building up the team through time spent together and making provision for any training needs
- Oversight of the children's and youth programme and curriculum, and the provision and distribution of appropriate materials and craft resources
- Encourage children and young people in the congregation to take an active role in the church's life and worship
- Pursue appropriate and continued professional development for which funding assistance may be available
- Work with the Parish Safeguarding Officer to ensure good practice in relation to safeguarding

Developing Work:

- Actively grow and develop the role in response to God's call
- Review our ministries to church children and young people and their families (e.g: Summer Holiday Club, Messy Church, Youth Alpha)
- Encourage further coordination between different children's and youth groups to maximise the benefit of all the work that is happening
- Further relationships with families in the community, both those involved in church activities and those who are at the edge of church life
- Look for new ways to bring the gospel to children and young people and help bring them and their families into the daily life of the church
- Reach out to children and young people in the community through the schools in the parish Be prepared to work collaboratively with the churches of the other denominations represented in the village (Baptist, Methodist and Roman Catholic)
- Be prepared to work collaboratively with the other parishes in the deanery

DAY TO DAY RESPONSIBILITIES:

- Coordinate, Lead and actively participate in Trackers, Ignite, Open the book, Little Nics Toddlers

- Plan and lead assemblies in Cranleigh Church of England Primary School (approximately 4 times each school term)
- Develop a further working relationship with Cranleigh Church of England Primary School
- Participate in the planning and delivery of the church's Discovery and other all-age services
- Provide group opportunities to take young people to Christian activities such as concerts, festivals and youth camps
- Plan and lead Confirmation Preparation for young people
- Work with Clergy and Pastoral Team at Baptism visits and development of Baptism Policy
- Liaise with the Church Administrator to co-ordinate and produce good quality publicity for the church's children's and youth work
- Encourage the families of our young people in their own Christian faith
- Take an active part in Parochial Church Council and staff meetings
- Encourage awareness and prayer for the children's and youth work within the church
- Work collaboratively with all the schools in the Parish and especially in Cranleigh Church of England Primary School
- Keep good records and ensure that paperwork is correctly filed and up to date
- Adhere to all church policies and guidelines
- Always work within the provisions of the church's Child Protection Policy and the Diocese of Guildford's Safeguarding Policy
- Undertake any necessary training in order to facilitate the role