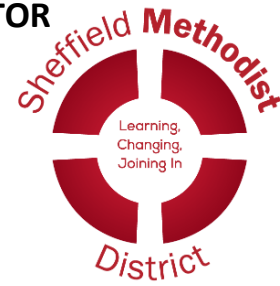


## JOB DESCRIPTION – CHILDREN AND YOUTH CO-ORDINATOR

Job title Children and Youth Co-ordinator  
Employer Sheffield Methodist District  
Location Home based (travel costs within Sheffield Methodist District will be reimbursed)  
Responsible to Mission Development Support Worker



Purpose To increase the scale, impact and sustainability of children's, families and youth ministry in churches and circuits across the district. To be achieved through supporting, encouraging and equipping paid workers and volunteers; an integrated programme of district-wide events; nurturing young leaders and facilitating enhancement of local ministries.

### Main responsibilities

#### Supporting employed children, families and youth workers

- Strengthen and widen support networks across and beyond the district for employed workers
- Being known by and accessible to employed workers across the district as a source of advice and support
- Build networks between the district and Learning Network, other local districts, ecumenical partners and other organisations.
- Create mechanisms for sharing relevant targeted information
- Understanding learning needs, and make appropriate training accessible, through advertising, arranging with suitable providers, or delivering directly.
- Sharing an understanding of fresh expressions of church as pertains to youth and family ministries, such that local teams are able to start new Christian communities rather than being limited to providing activities or attractional church models

#### Encouraging and equipping volunteers

- Provide equivalent for children's and youth work volunteers, recognising that responses may need to be different due to limitations on volunteer availability and the wide range in the nature and scope of voluntary roles
- Effectively signposting volunteers to relevant resources and helping them build supportive networks, recognising the practical need to equip volunteers to build networks rather than this being limited by the available hours of the worker

#### Leading district events

- Develop and lead a programme of occasional high quality district wide events for children and young people, complementing local and ecumenical initiatives. We anticipate that these events will provide faith-formative experiences and opportunities to build friendships with Christians from other churches and contexts.

- Support and build a team to ensure the sustainable running of these events
- Facilitate increasing engagement with 3Generate and other Connexion-wide youth and children's initiatives

#### Nurturing young leaders

- Arrange and provide mentoring for young people exploring vocation beyond their local context.
- Research and, if relevant, develop schemes for supporting vocational development
- Develop opportunities for youth perspectives and voices to be meaningfully engaged in *for such a time as this*, the district's strategy for resourcing mission. Support and empower youth representatives to district synod, other mechanisms of youth participation in district decision-making

#### Facilitating change

- Support churches and circuits in starting, extending or reviewing children's, families and youth work.
- Support could include connecting with others, providing guidance, or direct involvement for a fixed period of time to establish work.
- Promote stories of change and encourage churches and circuits to be bold in reviewing their ministry with children and young people and to creatively respond to opportunities.
- Support churches or circuits wishing to explore or establish family or youth focussed fresh expressions of church

#### General

- Other relevant tasks as agreed with the line manager
- Build own collaborative network with ecumenical and Methodist peers
- Be an active member of the district staff team responsible for implementing *For Such A Time As This*

#### Terms and conditions

- Terms of appointment: Permanent (subject to funding)
- Full time (37 hours per week) including regular weekend work, with at least one day free from all responsibilities each week
- Salary up to £26,628 per annum
- An auto-enrolment contributory pension scheme is available
- 33 days (including public holidays) annual leave entitlement
- Appointment is subject to a satisfactory DBS Enhanced Disclosure
- Appointment is subject to the completion of a satisfactory probationary period of six months

## PERSON SPECIFICATION – CHILDREN AND YOUTH CO-ORDINATOR

Attributes	Essential	Desirable	Method of Assessment
Education & Training	Professional qualification (BA or equivalent) in children's, youth or families work, or a theological qualification with evidence of experience.		Q
Proven Ability	Significant, recent and relevant experience of leading Christian children's, families or youth work		A I
	Ability to work collaboratively with both local and dispersed colleagues; paid workers and volunteers throughout the Church, and ecumenical institutions and partners. Experience of leading others in this context.		A I
	Experience of working in a range of contexts, and in groups covering a large geographical area, or where churches or organisations are partnering in the work.		A I
	Able to form strong and diverse professional networks		A I
		Experience of delivering training, coaching or mentoring	A I
Special Knowledge & Skills	Able to demonstrate application of excellent administrative, organisational and project management and IT and social media skills.		A I
	Able to demonstrate knowledge of and commitment to current best practice in professional sphere of participation,		A I

Attributes	Essential	Desirable	Method of Assessment
	including safeguarding and risk assessments		
	Understanding of fresh expressions and starting new contextual Christian communities, for families and young people		A I
		Familiarity with the structures and processes of the Methodist Church	A I
Special Qualities or Aptitudes	Flexibility of approach to deal with ordained ministers, lay staff and volunteers. High degree of emotional intelligence		A I
	A member of a church associated to Churches Together in Britain and Ireland or equivalent		A I
	Ability to maintain confidentiality		A I
	Able to motivate self and others to set and work to goals without direct supervision.		A I
	Willingness to understand and engage with Methodism and be subject to its discipline		A I
	Ability to build credible relationships at all levels		A I
Any Other Requirements	Able to work irregular hours, including some evenings and weekends		A I
	Satisfactory DBS Check		DBS Check

Method of Assessment A – Application Form, I – Interview, Q – proof of qualification (certificates or transcripts)