

Beckenham Baptist Church

Youth and Families Team Leader

Job title: ‘Youth and families team leader’

Location: Beckenham, Kent

Salary: £20,000 - £24,000 pro rata, depending on experience.

Working hours: Up to 28 hours per week.

By the nature of children and young peoples work in Church, this post requires some flexibility in working patterns and will include working in the evenings and at weekends.

The contract includes a 6 month probationary period.

DBS Level: Enhanced (to be conducted upon conditional offer)

Responsible to: The Church Minister and Trustees

Responsible for: This role has no direct reports

Job Purpose:

The core aims of this role are:

* Leading and coordinating existing meetings, where relevant.
* Exploring opportunities to encourage families to join us through a program of events.
* Overseeing the support, training and coordination of the volunteer team.
* Ensuring the churches Safeguarding and Data Management policies are adhered to.
* Managing the youth budget.

Job Description:

You will work with a team of volunteers, taking overall responsibility for:

* The work with families, children and young people.
* Maintain existing, established meetings, where relevant
* Leading and co-ordinating an established Friday evening Youth Club for ages 11 years plus, including the delivery of a Bible based study and social activities.
* Leading and developing the current work with children and young people, supporting and co-ordinating the current Sunday morning groups.
* Review how to encourage new families to join us and organising events for families
* Supporting Sunday morning services, including delivering of Family Time.
* Maintaining and building on a programme of activities throughout the year to engage with families, young people and children.
* Building on and maintaining the current good relationships with the children, young people and families.
* Supporting the young people through their teenage years, providing individual mentoring where appropriate.
* To lead and encourage regular prayer meetings for the church to pray for the young people, children and their families.
* Develop, train and equip volunteers for our ministry to young people.
* Manage and communicate rotas for volunteers in a timely fashion.
* Schedule and manage team meetings for each activity on a regular basis to make decisions in consultation with core leaders.
* Maintain and keep up to date registers, plus contact and personal details for young people, working within the guidelines of the Church’s GDPR policy.
* Ensure that the Church’s Safeguarding Policy is complied with and liaise with the child protection co-ordinator to ensure all volunteers are recruited according to the Church’s agreed procedures.
* Ensure financial accountability for the Youth Budget.

Personal Qualities:

* A personal and living faith in Jesus Christ, and sound biblical knowledge.\*
* An enthusiasm for working with young people and families.
* An understanding of, and empathy with, the challenges that young people face today.
* A team player who can also use their own initiative.
* An eagerness to see this work of the Church grow and develop.
* A flexible and adaptable approach, with a good sense of humour.
* A commitment to continuing personal and professional development.

Qualifications:

* A professional Children/Youth Work/Family qualification or significant relevant experience is essential, preferably within a Christian setting.

Skills:

* Excellent pastoral skills with the ability to foster relationships with young people and their families.
* Strong verbal and written communication skills.
* Good IT skills.
* Organisational and time management skills.

**\*There is a genuine occupational requirement that the post holder is a Christian.**