

# st John's

OWLERTON

# CHILDREN & YOUTH TEAM LEADER



*In partnership with the Centenary Project in the Diocese of Sheffield*



**THE DIOCESE OF  
SHEFFIELD**

# 37

Hours per week

# £30,000 - £32,000

Per annum

# 3

Year initial contract



Come and join our team! We are a missional, forward-thinking church with a big heart. We want to make a difference in our community, and we want our children and youth to help shape the future.

Working as part of the St. John's staff team, you will develop our current programmes and shape our ongoing work with children, young people and their families in church, communities and schools. We consider children and youth to be VIP's, and they are hugely valued in the life of our church.

The successful candidate will be a passionate leader of children and youth, helping them to become disciples of Jesus who make a difference in the world.

This position is partnered with the Centenary Project in the Diocese of Sheffield. The Centenary Project provides support for many children's, youth and families' workers. More information about the support from the Centenary Project can be found further on in this pack.

St. John the Baptist, Owlerton, is a thriving family church situated in Hillsborough, Sheffield. There is a staff team, including our Oversight Minister, SSM Curate, Digital Lead and Admin and Operations Co-Ordinator. The church is committed to proclaiming and demonstrating the reality of God's Kingdom and to making disciples and leading them to become wholehearted followers of Christ.

We facilitate a wide-range of ministries across the life of the church for children and youth. These currently include Sunday morning children's and youth work, a parent & toddler group, baby group, regular special events for children, a Sunday Evening youth group and a midweek youth small group. We work missionally on the Winn Gardens estate where we host a food bank and partner with Zest

[www.zestcommunity.co.uk](http://www.zestcommunity.co.uk) to deliver community development work, and there could be opportunities to work with children and youth in this community too.

The church is a loving and faithful community with people of every age. We are committed to mission and social action, and church members are active in a wide range of ministries.



## Employment Details

- The post covers the parish of St John's, Owlerton in Sheffield. However, some travel within the wider Diocese will be required.
- The post is full time. Some evening and weekend work will be required.
- The role is employed and line managed by the parish but is part of the Centenary Project network.

Our new Children's and Youth Team Leader will be fully involved in the St. John's staff team, working to support children and youth in church, school and community settings.

Our work with Children and youth has been well established at St. John's for many years.

For Babies and toddlers, we run two separate groups: On a Monday, we host 2by2, which is a baby and toddler group with a faith-themed story and singing session at the end. On a Tuesday, we host our baby group, which is a session for parents and children under two.

At church on a Sunday, we hold Sunday School for children aged 3-11 and we have a crèche facility for babies. Children are a valued part of church life, and we encourage our children to participate fully in the life of the church, including in café church and Communion services.

We have led annual holiday clubs and other special events for children over many years, and whilst we are not currently running these events, there is scope for our new Children's and Youth team leader to develop new areas of ministry with children and families.

Steel City Choristers is a choir for children from ages 6 up. This organisation is a separate charity and is not formally part of St. John's, although they use our building for rehearsals. We have offered children's and youth work sessions at choir rehearsals in the past, and there is scope to continue this relationship.



Illuminate Youth is the name of the ministry for 11 – 18-year-olds at St. John's. For some of these young people their involvement with the church started as a member of a Christian family; others have been attracted and encouraged to join the group by friends, and have come to faith through that involvement; yet others are still exploring what the Christian faith is about and whether it has any relevance to them or their life. We seek to support and care for all these young people through both the good and more challenging times of life.



There are currently a range of activities taking place which have been developed by previous workers, volunteers and young people. However, life for young people doesn't stand still and we look forward to someone joining us who will bring with them new ideas to add to the richness of what is currently on offer.

Small group offers reflective time for discussion and support, helping young people to understand and manage some of the challenges that arise in their life journeys.

Sunday morning groups allow young people both to be part of services, and therefore the larger church family, and a chance to spend time enjoying their own focused activities. This can include everything from engaging in the bible teaching arising from the service, to hearing church members' personal testimonies over a coffee at the local Dunkin. Larger group activities and trips take place on a regular basis. This includes a weekly youth group consisting of both active and quieter activities, the exploration of the reality of faith through the bible and time for reflection. Recent trips have included Lazer Quest, Jump and Ten Pin Bowling. In the past few years a group of our young people have gone, with our previous Youth Worker, to a summer holiday venture. This has had a very positive impact on their individual faith journeys, and on strengthening relationships within the group.

We are keen to offer young people every opportunity to be involved in the life of the church, and we currently train and mentor young people who are actively involved as members of the band leading Sunday morning worship and in the Audio-Visual Team.



If you feel that you can be part of a team inviting, including and involving children and young people, then we want to hear from you. There are a tremendous group of Children, families, young people and volunteers ready to welcome you so that we can all grow together in faith and reach out to others in our community.

# THE CENTENARY PROJECT

## ***What is the Centenary Project?***

The Centenary Project was set up to equip local churches, enabling them to effectively *engage, nurture* and *disciple* a new generation of children, young people and families.

The Centenary Project supports parishes and their workers to be missional in their activities, so that many more people connect with our churches, especially children and young people.

## ***How does the Centenary Project Work?***

Over the last 15 years, the trend has been that youth workers and children's workers leave their jobs for a number of reasons;

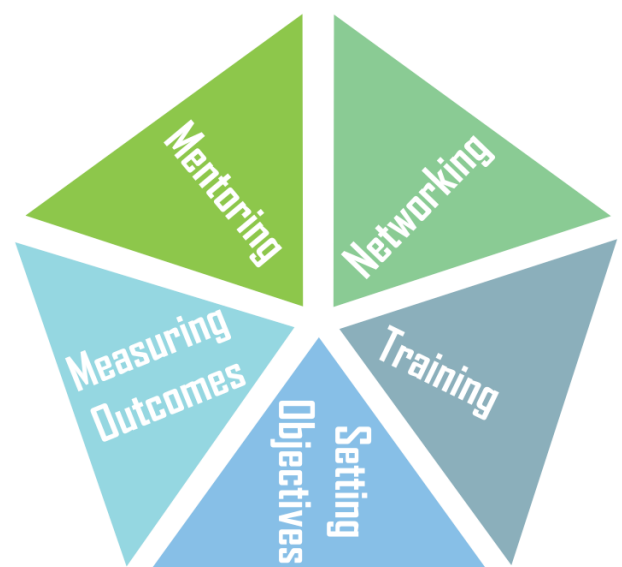
- Lack of objectives - unclear what their role is
- Poor line management - incumbents unskilled in managing staff and volunteers
- Too inward looking - not enough mission-focus
- Overworked and underpaid - feeling unappreciated and unvalued
- No support or network to draw on
- Money runs out - post not sustainable

The Centenary Project is tackling all of these issues head on, and seeing workers commit for the long-term, happy in their work, feeling supported and encouraged by the network, seeing a future in youth or children's ministry and feeling secure in their roles.

## ***How Are Centenary Project Workers Supported?***

Support for workers is essential. The help, guidance and encouragement that's continually provided to Centenary Project workers is having a huge impact on the success of youth and children's ministry across the Diocese.

The Centenary Project works with parishes, incumbents, the Diocese and other workers and team members to provide each of the following areas of support and opportunities for ongoing growth;



# CHILDREN & YOUTH TEAM LEADER: ROLE DESCRIPTION

Job title	Children's and Youth Team Leader
Purpose of the role	To lead alongside staff and the volunteer team on developing the mission and ministry of St John's, with particular responsibility for work with youth, children and their families. To build appropriate relationships with youth, children and their families within the church and community, to enable them to be encouraged and grow in their Christian faith.
General information	As an employee of St John's Church, the post holder must be willing to integrate fully into the church family. They must be an active Christian with a heart to grow the faith and discipleship of youth, children and families through current ministries and the development of new ministries, offering more opportunities for these groups to be part of our church life and the wider church community.
Responsible to	The Parochial Church Council and the Incumbent (via a designated line manager where appropriate)
Hour per week	Full-time 37 hours per week. (3-Year fixed term contract)
Salary	£30,000-£32,000 Dependent upon experience

## Key Responsibilities:

1. To develop and oversee the ministry to Children and Young People in the parish of St. John's Owlerton, nurturing and discipling them in their Christian faith.
2. To work in conjunction with the Incumbent and clergy as a member of the staff team, and with the support of a team of volunteers.
3. To equip the church to welcome youth, children and families, advocating for them across the life of the church.
4. To lead on pastoral responsibility for the youth, children and families who are both part of and linked to the church.
5. To be a member of the Centenary Project network.

## **Key Tasks:**

### **1. Co-ordinate and lead a team of volunteers and encourage growth in this area**

- 1.1 Work alongside, manage, support and value a team of volunteers.
- 1.2 Regularly liaise with team members to promote a shared vision.
- 1.3 To identify people with skills and talents relevant to work with youth, children and families within the congregation, and to nurture and develop these gifts to grow the team of volunteer leaders.
- 1.4 Liaise with the Church Administrator to ensure new and existing volunteers are safely recruited and can access appropriate safeguarding training and apply for/renew their DBS check as appropriate.
- 1.5 Co-ordinate regular team meetings for the various volunteer teams.

### **2. To co-ordinate our ministries with youth and children**

- 2.1 Develop the programme for the Sunday School groups, Sunday morning youth, Momentum (Sunday evening youth) and crèche, creating a co-ordinated approach across the ministries, support volunteer group leaders to deliver these programmes.
- 2.2 Create and maintain age-appropriate sessions, considering the needs of different age groups in the style of teaching and content.
- 2.3 Regularly lead Sunday School or Sunday youth sessions to develop relationships with our children and young people.
- 2.4 With the volunteer leaders, discern the particular needs of children and young people in the groups, particularly those with additional needs. Make sure that support is provided, to enable the full inclusion of all children and young people.
- 2.5 Produce rotas well ahead of time, ensuring that adult/child ratios are adhered to in order to ensure the smooth running of groups on a weekly basis.

### **3. To lead the mid-week ministries with youth, children and families**

- 3.1 Oversee, develop and lead, when applicable, the mid-week parent and baby group.
- 3.2 Oversee, develop and lead, when applicable, the weekly Toddler group, including a faith-focussed element within story time and craft activities
- 3.3 Oversee, develop and lead, when applicable, our mid-week youth group, which provides pastoral support, Bible study and relationship building for teenagers
- 3.4 Build relationships with youth, children parents and carers attending our groups, offering pastoral support where needed.

3.5 Create connections between the mid-week groups and other ministries to encourage faith development.

#### **4. To co-ordinate and lead seasonal activities and events**

4.1 Plan and co-ordinate seasonal activities which could include camps and away days, holiday clubs and one-off events.

4.2 Support the planning of special services such as Christingle/Crib service/Café Church/Youth services.

4.3 Co-ordinate other ad-hoc activities for youth and children, as appropriate.

4.4 identify volunteers, equipment and any resources required for the activities and events.

#### **5. To develop opportunities for faith exploration and fresh expressions through pastoral support, baptisms and work with schools.**

5.1 Develop our relationship with local schools.

5.2 Develop fresh expressions of church aimed at families/children/youth

5.3 Work with the clergy to prepare and welcome baptism families.

5.4 Be involved in planning, resourcing and occasionally leading Sunday services.

5.5 To liaise with Steel City Choristers to encourage choristers and their families to join, where practical, in other activities on offer through our ministry to youth and children.

#### **6. To partner with the Diocese of Sheffield's Centenary Project**

6.1 Meet on a monthly basis with other Youth and Children's workers in the Centenary Project network, for training and mentoring.

6.2 Work towards the vision of the Centenary Project to equip the church effectively to engage, grow and disciple a new generation of youth, children and families.

6.3 As a member of the Centenary Project, set achievable objectives and record measured outcomes.

#### **Other key responsibilities within the scope of the Children's Minister role:**

- Lead the church forward in our mission to reach youth, children and families.
- Input into the church vision and work alongside the Incumbent and church leadership through membership of the staff team, including attendance at team meetings and other key church meetings. Work collaboratively with other staff members, ministry leaders and volunteers to ensure good continuity and transition across ministry areas.



- Have a sound working knowledge of current safeguarding legislation and the practical requirements of that legislation, provide Risk Assessments for activities in line with insurance, health and safety and safeguarding guidance.
- Strict adherence to all church policies and procedures.
- Work collaboratively with other staff members, ministry leaders and volunteers to ensure good continuity and transition across ministry areas.
- Possess good time management skills to ensure all groups and events are set up, and appropriate arrangements made in good time.
- Accurate record keeping in relation to children and young people attending groups and events, including obtainment of consent forms. Adherence to current data protection legislation is mandatory.
- Oversee the budget for your ministry area, organising the purchase of ministry resources and supplies and maintain records of all expenditure. To actively join with others in the staff team in identifying and making applications for grants.
- Such other duties as may reasonably be required, commensurate with the responsibilities of the post.

# CHILDREN AND YOUTH TEAM LEADER: PERSON SPECIFICATION

Attributes	Essential	Desirable	Method of Assessment
Education and Training	<ol style="list-style-type: none"> <li>1. A good standard of written English (GCSE English or equivalent).</li> <li>2. A qualification in children's work (or equivalent experience)</li> <li>3. A willingness to undertake training relevant to the role.</li> </ol>	<ol style="list-style-type: none"> <li>1. A nationally recognised qualification in children's work at degree or equivalent level.</li> <li>2. Core CofE Safeguarding training and/or a willingness to undertake further safeguarding training such as safer recruitment.</li> </ol>	Application documentation.
Experience	<ol style="list-style-type: none"> <li>4. Active member of a Christian church.*</li> <li>5. First-hand experience of leading or co-ordinating activities for children, young people and families that are appropriate for the context.</li> <li>6. Experience of working within a team.</li> <li>7. Experience of working with and nurturing volunteers.</li> </ol>	<ol style="list-style-type: none"> <li>3. Experience of working in a local church context.</li> <li>4. Experience and understanding of 'fresh expressions of church' and pioneer ministry.</li> </ol>	Application documentation and interview.
Knowledge and skills	<ol style="list-style-type: none"> <li>8. A clear understanding of children and young people and the principles of children's work.</li> <li>9. Working knowledge and commitment to safeguarding and promoting the safety and welfare of children.</li> <li>10. Excellent skills in direct work with children and young people.</li> <li>11. Literate in IT including use of social media and Microsoft office products.</li> <li>12. Good people and communication skills, appropriate for connecting with children and families, interacting with the other in the church and reaching the community.</li> </ol>		Application documentation, interview and practical exercise.
Qualities	<ol style="list-style-type: none"> <li>13. Able to speak with sincerity about matters of Christian faith in an informed, effective and non-judgmental way.</li> <li>14. Able to relate effectively with a wide spectrum of people, both adults and children &amp; young people.</li> <li>15. Able to reflect and be open to constructive criticism and to learning from others</li> <li>16. Able to communicate effectively in person and in writing.</li> <li>17. Able to motivate self and others and to manage use of time.</li> <li>18. Able to initiate, develop and evaluate projects.</li> <li>19. Able to present a strong Christian role model.</li> </ol>	<ol style="list-style-type: none"> <li>5. Able to set and work to goals without direct supervision.</li> <li>6. Able to work in a range of social and cultural contexts.</li> </ol>	Application documentation, interview and practical exercise.
Other	<ol style="list-style-type: none"> <li>20. Satisfactory Enhanced DBS disclosure.</li> <li>21. Commitment to engage in professional and spiritual development.</li> </ol>	<ol style="list-style-type: none"> <li>7. Have access to appropriate transport for travel within the area.</li> </ol>	Application documentation and interview.

# APPLICATION INFORMATION

**Closing Date:** Friday 7<sup>th</sup> June at Midnight

**Interview Date:** Thursday 27<sup>th</sup> June

For an application form for this role, please contact:

Claire Keppas (Admin and Operations Lead)

Email: [claire@stjb.org.uk](mailto:claire@stjb.org.uk)

To speak to someone about the role, please contact:

Revd Joy French, Oversight Minister – [joy@stjb.org.uk](mailto:joy@stjb.org.uk)

Paul Massey, Safeguarding Lead - [safeguarding@stjb.org.uk](mailto:safeguarding@stjb.org.uk)

Website: <https://www.stjb.org.uk/>

For more information about the Centenary Project, please contact:

Dave Ludbrook - [dave.ludbrook@centenaryproject.org.uk](mailto:dave.ludbrook@centenaryproject.org.uk)

Website: [www.centenaryproject.org.uk](http://www.centenaryproject.org.uk)