



## Job Description

<b>Job Title</b>	Head of Children, Youth and Intergenerational Discipleship
<b>Area/Department</b>	Children, Youth and Intergenerational Discipleship / Faith in Action
<b>Reporting to</b>	Deputy General Secretary (Faith in Action)
<b>Direct Reports</b>	Children and Youth Programme Officer, Communications Officer, Administrator (Children, Youth and Intergenerational Discipleship and Evangelism and Ecumenism)
<b>Location</b>	The Office of General Assembly, 86 Tavistock Place, London, WC1H 9RT
<b>Travel</b>	Extensive travel in UK
<b>Working Hours</b>	35 hours per week including evening and weekend work
<p><b>Job Summary:</b> Leads the United Reformed Church’s Children, Youth and Intergenerational Discipleship team.</p> <p>Provides expert strategic advice relating to Children, Youth and Intergenerational Discipleship issues to the Faith in Action Committee. Oversees the development of work with children, young people and young adults throughout the URC in accordance with General Assembly decisions. Advocates for, and promotes, intergenerational discipleship and worship throughout the URC.</p> <p>Works closely with the other Heads of teams within the Faith in Action team, focusing on mission and discipleship as determined by the General Assembly, advocating for their area of expertise but also being part of the team that serves and resources the local church whilst also being a voice in the public square. Ensures the delivery of agreed programmes and activities working with the Children and Youth Programme Enabling Group and the Children and Youth Development+ Team.</p> <p>The Head of Children, Youth and Intergenerational Discipleship is a leadership role and leadership in the URC is distinct in its character because in a conciliar church, authority resides collectively in the Councils of the Church, reflecting the belief that decisions are best made together as the Body of Christ. Leadership is viewed as a spiritual gift meant to support and enable these councils in their deliberation and decision-making. Effective personal leadership, rooted in theological and spiritual insight, and built in relationship, serves to:</p> <ul style="list-style-type: none"> <li>• Guide councils in engaging scripture and theology;</li> </ul>	

- Help understand the church's current context, opportunities, and the wider world;
- Provide insight and expertise to inspire vision and discernment;
- Foster inclusive and diverse participation across generations, cultures and theological perspectives;
- Ensure the decisions of council's are effectively enacted;
- encourage positive relationships between local churches, synods and the wider denomination;

Ensure transparent and responsible stewardship of all resources.

Leadership empowers church councils to exercise their authority faithfully and wisely.

**Background:**

The URC is activist, dissenting and motivated by social justice. It is also committed to theological and cultural diversity. The URC is conciliar which is a core part of its ethos and polity and shapes how the Councils of the Church make decisions.

As the team serving General Assembly, our collective task is to implement the decisions of General Assembly and Assembly Executive. The teams which make up the Office of General Assembly (Faith in Action, Ministries, Governance and Administration and Resources) are diverse in their tasks and areas of expertise but are united by a common purpose; in our different ways we exist to support and enable and support the wider church and its members in local churches and across synods.

The Faith in Action team supports the United Reformed Church's outreach in terms of evangelism and witness; public issues; community engagement; pioneering; ecumenical & interfaith relations; net zero advocacy and world justice through the URC's Commitment for Life programme. It encompasses the denomination's work in intergenerational discipleship and worship; global & intercultural ministries; racial justice and legacies of slavery; as well as ministry with children, young people and young adults, intentionally listening to their voices. It supports and enables the URC to live out the Gospel in society, helping people to develop in faith as they learn and grow, find new ways of being church and become more faithful disciples. The Faith in Action team works alongside people in the Synods and local churches on resourcing and enabling the whole people of God. As part of this work, the team also oversees the networks in the synods who are responsible for work with children and young people, mission and education and learning.

The Head of Children's, Youth and Intergenerational discipleship is part of the Faith in Action team. The CY and I team support, encourage and promote work with children, young people and young adults (0-25 years) and those who work with them at all levels, as well as encouraging the URC to focus on and develop work around all ages learning and worshipping

together. The policies for this team are developed through the Faith in Action Committee and the CY Work Enabling Group on behalf of the URC's General Assembly.

The Head is supported in their work by, and has Line Manager responsibility for, an Administrator, CYW Programme Manager and a Communications Officer.

The United Reformed Church has 13 Synods (national synods in Scotland and Wales, and eleven regional synods in England), of which most employ a Children's and Youth Development Officer (CYDO) or equivalent. CYDO+s have responsibility for their own synod's children's and youth work programmes and up to 20% of their time is given by the synods to support programmes, resources and events to be advocated by CYW Programme Enabling Group, to serve the whole denomination.

### **Principal responsibilities and duties**

#### **Leadership & Strategy & Team Development:**

1. Develop members of the Children Youth and Intergenerational (and Evangelism & Ecumenism) teams through coaching, mentoring and effective line management (in collaboration with the Head of Evangelism and Ecumenism).
2. Undertake all responsibilities and duties of line management as required under the Church's policies and procedures (in collaboration with the Head of Evangelism and Ecumenism).
3. Create an ethos of collaboration within the team (with the Head of Evangelism and Ecumenism).
4. Ensure the strategic development of the team in line with the priorities set by General Assembly (with the Head of Evangelism & Ecumenism).
5. Undertake data driven analysis of all projects to assess impact to determine future strategy and allocation of resource.
6. Ensure the efficient and effective operations of the Children, Youth and Intergenerational (and Evangelism & Ecumenism) teams.
7. Provide the 'expert' voice for Children, Youth and Intergenerational ministry within the context of contemporary theory and practice.
8. Bring the perspective of children, young people, young adults and intergenerational ministry to the wider URC through being a member of the General Assembly Leadership Team.

9. Identify opportunities for Children, Youth and Intergenerational ministry within the United Reformed Church.
10. Support and enable the Children and Youth Programme Enabling Group in the setting of realistic priorities in order to develop a manageable national programme, based on the priorities identified by the Faith in Action Committee and the General Assembly.
11. Propose strategy and strategic interventions to the Faith in Action Committee and CY Programme Enabling Group.
12. Facilitate the development of processes which enable the voices of children and young people to be heard at all levels within the URC.
13. Determine the allocation of duties related to denominational programmes for CYDO+s liaising with CYDO+ managers so that they (the CYDO+ managers) can manage the CYDO+s' time effectively.
14. Work collaboratively with the CYDO+ team and their managers, offering support as necessary.
15. Act as the 'Responsible Person' at the Offices of General Assembly as required.

### **Development of Work with Children and Young People**

1. Advocate for, and facilitate, children and youth participation in the whole life of the URC, including its formal structures and governance.
2. Support the participation of young people in General Assembly.
3. Oversee the provision of programmes, projects, events and other resources for children and youth ministry within the URC.
4. Ensure that materials and documents to support agreed programmes are developed.
5. Ensure the management of events.
6. Ensure that events and activities are well publicised.
7. Communicate and network with the appropriate bodies in the synods.
8. Oversee connections with networks (Pilots, URCGSF, Messy Church, Open the Book etc)
9. Liaise and work ecumenically in accordance with the priorities of the URC.

### **Development of Intergenerational Discipleship and Worship**

1. Advocate for, and promote, Intergenerational Discipleship and Worship within the URC.
2. Engage with people within the URC to share learning and expertise around intergenerational work and worship.
3. Access current learning and research around intergenerational work and worship and engage with others beyond the URC.

### **Finance**

1. Manage the budget for the Children's and Youth Work Programme and Intergenerational Ministry, projects, events and other resources.
2. Work with the DGS (FiA) and other Heads of teams within the Faith in Action department to ensure good budgetary management.
3. Act within the current delegated authority frameworks and ensure that team members do likewise.

### **Other**

1. Maintain a good working knowledge of relevant safeguarding legislation.
2. Undertake other work as is reasonably deemed necessary, in consultation with DGS (FiA).

### **Key Collaborations (outside of role specific team/area)**

1. Head of Public Issues
2. Head of Evangelism and Ecumenicism
3. Head of Global and Intercultural Church
4. Head of World Justice and Outreach
5. Head of Communications
6. Senior Leadership Team
7. Communications Officers
8. Digital Content Manager
9. Editor of Reform

## **Working with Committees and Volunteers**

*This section lists the type and level of interaction that this role has with committees and other groups. It will vary from time to time and as directed by the DGS (FiA).*

*The expectation is not that the post holder would attend all these committees but delegate the responsibility and ensure appropriate representation as required.*

- 1. Offices of the General Assembly Leadership Team: meets monthly as required; attendance and reporting responsibility.*
- 2. Faith in Action Committee: meetings and online meetings; attendance and reporting responsibility.*
- 3. Children's and Youth Programme Enabling Group: meetings and online meetings; attendance as required.*
- 4. Youth Ministry Round Table (for denominational leads): meets twice a year*
- 5. National Youth Ministry Directors (parachurch and wider): meets once a year for a residential attendance required.*
- 6. Intergenerate UK and Ireland: meets 3 times a year*
- 7. Assembly Executive: meets once a year (residential); attendance required as an Assembly staff member.*
- 8. General Assembly: meets once a year (residential); attendance required as an Assembly staff member.*
- 9. Children's Ministry Network: meets twice a year (residential meetings); attendance required.*
- 10. Youth Assembly: meets once a year (residential); attendance required.*
- 11. URC Youth Executive: meets four times a year (residential); attendance required.*
- 12. CYDO team meetings: meets across the year (midweek online and residential meetings); attendance required.*
- 13. Safeguarding Committee: meets four times per year (half day, midweek meetings); attendance required.*
- 14. Business Committee: meets four-six times per year (one day, midweek meetings); attendance as required but only in relation to assembly arrangements.*
- 15. Attend Leadership Forum meetings which meets throughout the year as needed.*

## **Expected Standards**

*This section refers to the way in which the job is done rather than the duties/responsibilities.*

*The [C] Core or [E] Enhanced specified after each standard denotes the clause required for the job:*

1. Promote a culture of open and effective communication to enable constructive relationships with colleagues and internal and external customers (E).
2. Actively foster an environment which nurtures equality and cherishes diversity (E).
3. Promote, monitor and maintain best practice in health, safety and security (E).
4. Work collaboratively to develop a customer service culture which fosters continuous improvement (E).
5. Take responsibility for own personal development and support the development of others to enhance their skills and knowledge (E).
6. Promote, monitor and maintain best practice in data protection principles and practice (E).
7. Actively promote, manage and maintain best practice in Safeguarding (E).

*This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list, and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time to meet organisational or departmental needs, and this job description will therefore be subject to periodic review and change if required.*

**Updated September 2025**

## Person Specification

**Job Title: Head of Children, Youth and Intergenerational Discipleship**

<b>Requirement s</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measuremen t</b>
Education and qualifications	<ol style="list-style-type: none"> <li>1. First level degree in relevant C&amp;Y subject or relevant experience and higher level academic qualification in a relevant subject</li> </ol>	<ul style="list-style-type: none"> <li>• CPD in relevant areas e.g. – Safeguarding, mental health, Child development, Youth development, intergenerational ministry, foundation biblical/ theological studies</li> </ul>	Application form/ interview
Experience	<ol style="list-style-type: none"> <li>2. Managing change in a complex organisation</li> <li>3. Defining strategy for children’s and youth work, and translating strategy into deliverable programmes</li> <li>4. Delivering programmes in the not for profit sector</li> <li>5. Facilitating peer led events and activities</li> <li>6. Organising and chairing meetings</li> <li>7. Working with children, young people and volunteers</li> </ol>	<ul style="list-style-type: none"> <li>• staff management</li> <li>• working in an ecumenical environment</li> <li>• empowering young adults</li> <li>• resource writing and publications</li> <li>• media/ public speaking</li> <li>• intergenerational worship</li> </ul>	Application form/ interview
Knowledge	<ol style="list-style-type: none"> <li>8. Current theological thinking about working with children and young people and intergenerational worship and discipleship</li> <li>9. Up to date knowledge of issues and trends within</li> </ol>	<ul style="list-style-type: none"> <li>• the United Reformed Church and its structures</li> <li>• statutory education systems in England, Wales and Scotland</li> </ul>	Application form/ interview/test



	<p>both church and secular children's and youth work and intergenerational work</p> <p>10. Good working knowledge of safeguarding legislation</p> <p>11. Faith development in children and young people</p> <p>12. Child development</p> <p>13. Youth development</p>	<ul style="list-style-type: none"> <li>• UN Convention on the Rights of the Child</li> <li>• legal framework in England &amp; Wales and Scotland as it applies to children and young people</li> <li>• application of Data Protection Act</li> </ul>	
Skills and Abilities	<p>14. MS 365, particularly Word, Excel, Outlook, SharePoint and PowerPoint (intermediate level)</p> <p>15. Ability to determine priorities within available resources</p> <p>16. Excellent interpersonal skills</p> <p>17. Ability to plan and meet deadlines</p> <p>18. Ability to delegate, and to manage others to meet deadlines</p> <p>19. Budget management</p>	<ul style="list-style-type: none"> <li>• ability to work with people across a theological spectrum</li> <li>• consultation</li> <li>• negotiation</li> <li>• media and social media skills</li> </ul>	Application form/ interview/test
Other	<p>20. A commitment to addressing issues of discrimination and inequality in an inclusive Christian denomination</p> <p>21. Willing to travel and to work flexible hours. Weekend and evening work is a substantial requirement of the role</p> <p>22. A member of the United Reformed Church or a member of a church belonging to World Communion of Reformed Churches, Disciples</p>	<ul style="list-style-type: none"> <li>• openness to new ideas and ways of working</li> <li>• driving license</li> </ul>	Application form/ interview

	Ecumenical Consultative Council, Council for World Mission of Churches Together in Britain and Ireland* 23. Enhanced DBS		
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*\*In accordance with the Equality Act 2010: Part 1, Schedule 9; there is an occupational requirement for the post-holder to be a practising Christian.*