



Diocesan Youth Officer

Employer:	Manchester Diocesan Board of Finance (MDBF)
Salary:	£40,566 (Diocesan Pay-scale Band 4.3 – spot grade)
Hours of work:	Full time - 35 hours per week
Contract:	Fixed Term to 31/12/2029 with the possibility of extension to 31/12/2033 subject to funding from the Church Commissioners
Normal place of work:	Hybrid - based at St John's House, 155-163 The Rock, Bury BL9 0ND

Role Description

Purpose

The Diocesan Youth Officer plays a key role in advancing the diocesan strategy to double the number of active young disciples and to ensure a thriving Children and Young Persons (CYP) ministry is accessible to every young person. The role involved providing high-quality training, resources, and ongoing support to schools and parishes across the diocese working with young people ages 11-19 years.

Accountability and Key Relationships

The post is line managed by the Director of Children and Young People.

The post-holder will work closely with the Diocesan Early Years and Children's Officers, the Equip Trainers, and the Developing Young Leaders Lead.

The post-holder will be a member of the Diocesan Board of Education (DBE) team, and the wider diocesan team.

The post-holder will work closely with the Encounter Teams, Area Deans, and clergy and lay leaders across the diocese.

Key Responsibilities

- Drive the strategy for youth ministry across the diocese in churches, schools and homes in line with the diocesan vision.
- Develop and deliver the full suite of Equip interventions, including but not limited to, Equip Spotlight, Bespoke, Podcast, Hubs, Connect, Clergy, Authorised Lay Ministry (ALM) and General Lay Pathway (GLP).
- Provide advocacy, expertise, advice and support on a wide range of youth ministry related issues as appropriate.
- Maintain an understanding of best practice through continuing professional development and current available research.
- Write and share resources to support youth ministry across the diocese.
- Disseminate youth ministry resources to colleagues in churches and schools.
- Report through the Equip Project Lead to the project/transformation board, preparing reports/dashboards as required.
- Access national resources and work with national and regional colleagues to develop and promote good practice.
- Support the Encounter team to deliver youth ministry across the diocese.
- Advise and support on safeguarding best practice.
- Contribute to school and church worship as invited.
- Contribute to the wider work of the Diocesan Board of Education and Diocesan Board of Finance as required.

Person Specification

Requirements	
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent
Experience and Understanding	<ul style="list-style-type: none"> • Experience of leadership in ministry with young people in a church/diocesan context of over 5 years • Experience in both writing and delivering training to varying sized groups • Understanding of current youth work trends and issues facing young people today • Understanding of chaplaincy in a secondary school context
Knowledge	<ul style="list-style-type: none"> • Knowledge of current resources and relevant research on faith, young people and Christian-based youth work and how to disseminate this • Knowledge of Church of England structures • A robust knowledge and understanding of safeguarding including processes and best practice, and an advocate for developing a strong and embedded culture of safeguarding
Skills and Competencies	<ul style="list-style-type: none"> • Ability to effectively communicate both verbally and written • Good communication and networking skills with a wide range of partners including clergy and lay leaders • To manage own workload and be self-motivated • Able to work as a team member and have a flexible attitude to changing nature of tasks • Confident working knowledge of social media platforms and MS Office, with some experience of Canva and AI
Personal Attributes	<ul style="list-style-type: none"> • A practising Christian • Commitment to the diocese's vision and strategy • An appreciation of the diverse communities in Manchester Diocese • Able to engage positively with the breadth of traditions in the Church of England • Committed to diversity, inclusion and racial justice • Fully committed to the development and training of self and others

Work-related circumstances	<ul style="list-style-type: none">• Flexibility to attend evening and weekend meetings• Willing to travel across the diocese and beyond
-----------------------------------	--

There is an Occupational Requirement for the post-holder to be a practising Christian, in accordance with Schedule 9 of the Equality Act 2010.

Summary of Terms and Conditions of Employment

Employer	Manchester Diocesan Board of Finance
Line Manager	Director of Children and Young People
Probation	Appointment is subject to a 6-month probationary period
Location	Hybrid – based at St John’s House, 155 – 163 The Rock, Bury BL9 0ND
Hours	The role is full time (35 hours per week)
Salary	£40,566 per annum (Diocesan Pay-scale Band 4.3 – spot grade)
Contract	Fixed term to 31/12/2029 with the possibility of extension to 31/12/2033 subject to funding from the Church Commissioners
Pension	Auto-enrolment into the Church Workers Pension Fund– Pension Builder Classic product
Annual Leave:	22 days’ entitlement for the first 12 months of employment, rising to 25 days annual leave thereafter, in addition to bank holidays and 3 church days
Closing Date:	Wednesday, 25 March 2026 at 12 noon
Interviews:	Tuesday, 31 March 2026, at St John’s House, 155-163 The Rock, BL9 0ND

The post will be offered to the successful candidate subject to an enhanced check with the Disclosure and Barring Service (DBS), satisfactory references and proof of eligibility to work in the UK.