



JOB DESCRIPTION

POST TITLE: Keynsham Parish Youth Worker (part-time: 25 hours a week)
ACCOUNTABLE TO: The Team Rector
ACCOUNTABLE FOR: Youth Work volunteers

1. Purpose of the job

- To be responsible for leading and overseeing the Parish's Christian Youth Work among young people aged 11-25 years.

2. Main responsibilities

2.1 **To help young people to develop in their Christian faith and spirituality**

- Working with young people with different needs within the church, across the whole parish. Whilst most of the youth work is based at St John's, the post is parish wide.
- Explaining the Christian faith in ways that encourage interest and stimulate growth in the Christian faith, and involvement with the life of the Church.
- Encouraging the young people to seek out and take up opportunities for ministry within the church.
- Planning, leading and organising a program (including youth meetings) to meet the spiritual and social needs of young people as well as special one off events. This will involve weekly Sunday worship and also involve some evenings, weekends and residential trips.
- Providing pastoral care for the young people.
- Maintaining links with parents.

Also in addition to the main pastoral role

- Reach out to young people in the wider community (including the new housing developments) in a variety of different ways as a distinctively Christian Youth Worker.
- Inspiring and encouraging young people in their spiritual lives and equipping them for outreach to their peers.

2.2 **To oversee the youth provision of the parish**

- To continue the development of a parish youth strategy.
- To manage and develop the youth work volunteers. Ensuring they are recruited, supported and have access to appropriate training.
- To ensure the Parish's policies are observed, with particular reference to safeguarding.
- To work with the parish team (clergy, staff and Parochial Church Council), ensuring the needs and views of young people are represented.
- To be a member of the clergy/staff leadership team and attend staff meetings as required.
- To liaise with the PCC as required.
- To liaise with the Parish Children and Families Worker to ensure a smooth transition between the two ministries for young people.
- To raise the profile of youth work among the church congregations and the wider parish.
- To attend to any administration as required to fulfil these duties effectively.

2.3 **To build on the links with local schools, churches, statutory bodies and other local organisations**

- To maintain positive links with the two Secondary School Academies in Keynsham in association with other youth workers in the town.
- To liaise and work with One Community Trust. www.onekeynsham.org.uk

- To liaise and work with other Keynsham Church Youth Workers.
- To liaise with the Keynsham Town Council Youth Worker.
- To liaise with the Diocesan Youth Worker.
- To be up to date with Diocesan and National Church resources.

2.4 To continue to develop as a Christian disciple and minister

- To maintain a vibrant Christian life by regular prayer, Bible reading and worship.
- To keep up to date with Christian youth work.
- To have regular time off and holidays.

3. Ethos

It is a genuine occupational requirement that the post holder is a committed Christian. The post holder will have a youth work qualification or equivalent qualification or previous experience of Christian Youth Work.

4. Health and Safety

The post holder will be responsible for his/her Health and Safety and that of the youth volunteers at any event at which he/she is acting as youth worker. They will ensure that all work complies with the safeguarding policy of the parish.

5. Safeguarding

The post holder, as a condition of their employment must complete the necessary Diocese of Bath and Wells Safeguarding procedures including an enhanced DBS check

6. Supervision

The post holder will be line-managed by the Team Rector. There will be an Annual Review by the Team Rector with the addition of one or two other members of the PCC as appropriate.

7. Office Space

The post holder will have an office on the St John's site (shared with the music director).

8. Hours of work and holidays

The hours of work (25 per week) are to be worked over 5 days, one of which must be Sunday.

The post holder is entitled to paid annual leave of 6 weeks (150 hours) plus bank holidays. Up to five additional days are available for conferences and retreat each year.

Agreed working expenses will be reimbursed. In addition there are grants of £100 for books and £200 for conferences each year.

9. Pay

The salary will be pro rata of £20,000 - £24,000 per annum (depending on qualifications and experience). For example if the post holder is employed at £22,000, this will mean a salary of $25/40 \times £22,000 = £13,750$ a year.

The PCC would support additional project work, with extra grant funding supporting the extra hours.

The post holder will benefit from 3% employer pension contributions.

10. Additional Information

The duties and responsibilities listed above describe the post as it is at present but the duties are subject to change and the post holder is expected to accept any reasonable alterations that may be necessary from time to time.

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