



JOB DESCRIPTION

TITLE Youth, Children's and Families Worker, St Wilfrid's Cantley and St Hugh's New Cantley and Hub Coordinator for Doncaster Hickleton chapter parishes.

EMPLOYER Sheffield Diocesan Board of Finance

RESPONSIBLE TO: Centenary Project Leader

REPORTING TO: Father Andrew Howard

1 GENERAL SCOPE OF RESPONSIBILITIES

The key responsibilities of the role are:

- 1.1 to develop and oversee the work with young people, in the parish of St Wilfrid's Cantley and with children and families in the parish of St Hugh's New Cantley drawing, developing and discipling a new generation of children and young people in the Christian faith.
- 1.2 To have oversight of all youth and children's activities in both parishes.
- 1.3 to build and support teams to be involved in the development and delivery of the work.
- 1.4 to be a member of the Centenary Project Worker Network.
- 1.5 To undertake the role of Hub Co-ordinator for the Doncaster Hickleton chapter parishes

2 KEY TASKS – YOUTH, CHILDREN'S AND FAMILIES WORKER

- 2.1 Develop and manage the OMG Youth Group at St Wilfrid's, including planning and strategy and build relationships with families.
- 2.2 Look to develop other youth activities at St Wilfrid's such as social activities, residential, pilgrimages.
- 2.3 Establish a monthly Messy Church at St Hugh's.
- 2.4 Establish a fortnightly Kids' Club at St Hugh's.
- 2.5 Review and continue to develop regular Holiday Clubs at St Hugh's
- 2.6 Provide links with the local community, in particular with the local schools and other local churches.
- 2.7 Provide oversight, vision and direction for all youth and children's groups in both churches, to ensure joined up thinking and communication.
- 2.8 Update communications for Youth and Children's work, including websites and social media
- 2.9 Encourage, lead and support volunteer teams in both churches.
- 2.10 Build links between the Youth groups in both churches, including establishing joint activities.
- 2.11 Identify skills and talents relevant to youth and children's work, within the congregations, and nurture and develop these gifts, in order to grow the team of leaders.
- 2.12 Equip the local churches to welcome young people and co-ordinate and develop support roles for members of their congregations working with young people.

3. KEY TASKS - HUB COORDINATOR ROLE

- 3.1 Work with other CPWs, youth leaders and incumbents, in the area, identifying how groups sympathetic to the catholic tradition of the Church of England, could be linked together and what could be achieved by such gatherings.
- 3.2 Identify other (non CP) youth groups/leaders in the area who could potentially link with a Hub and who would be sympathetic to the catholic tradition
- 3.3 Research youth provision in the area to ensure that the work delivered builds on what is already in existence and does not compete.
- 3.4 Agree the format and frequency of Hub events with local leaders and CP Area Coordinator and CP Leader.
- 3.5 Ensure that Hub events are sympathetic to the catholic tradition.

- 3.6 Produce publicity for any events and communicate with all interested parties.
- 3.7 Take responsibility for the delivery of the Hub event.
- 3.8 Review the Hub event on a 6 monthly basis with CP Area Coordinator and CP Leader and amend plans as necessary.
- 3.9 Keep a record of attendance numbers and gospel responses.
- 3.10 Manage a small budget for Hub events

4. KEY TASKS - OTHER

- 4.1 To comply with relevant safeguarding and health and safety guidelines, including ensuring compliance by other youth leaders and completing appropriate risk assessments.
- 4.2 To meet on a monthly basis with other Youth and Children's Workers in the Centenary Project network for learning and support.
- 4.3 As a member of the Centenary Project Network, set achievable objectives and record measured outcomes
- 4.4 To undertake such other duties as may reasonably be required commensurate with the responsibilities of the post.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Method of Assessment
Education and Training	<ol style="list-style-type: none"> 1. A good standard of written English (GCSE English or equivalent). 2. A nationally recognised qualification in youth or children's work or equivalent experience. 	<ol style="list-style-type: none"> 1. Safeguarding training. 	Application documentation.
Experience	<ol style="list-style-type: none"> 3. Active member of a Christian church and understanding of the catholic tradition. * 4. First-hand experience of leading or co-ordinating activities for children and young people that are appropriate for the context. 5. Experience of working within a team. 6. Experience of leading and nurturing teams of volunteers. 	<ol style="list-style-type: none"> 2. Experience of working as part of a staff team. 3. Experience of working in a local church context. 4. Experience of schools work. 5. Experience and understanding of Fresh Expressions of Church and pioneer ministry. 	Application documentation and interview.
Knowledge and skills	<ol style="list-style-type: none"> 7. A clear understanding of youth and children and principles of youth and children's work. 8. Working knowledge and commitment to safeguarding and promoting the safety and welfare of children. 9. Excellent skills in direct work with children and families. 10. Literate in IT including use of social media and word processing. 11. Good people and communication skills, appropriate for connecting with 		Application documentation, interview and practical exercise.

Attributes	Essential	Desirable	Method of Assessment
	children, interacting with the church family and reaching the community.		
Qualities	<p>12. Able to speak with sincerity about matters of Christian faith in an informed, effective and non-judgmental way.</p> <p>13. Able to relate effectively with a wide spectrum of people, both adults and young people.</p> <p>14. Able to communicate effectively in person and in writing.</p> <p>15. Able to motivate self and others and to manage use of time.</p> <p>16. Able to work as part of a team.</p> <p>17. Able to initiate and develop projects.</p> <p>18. Able to present a strong Christian role model.</p>	<p>6. Able to set and work to goals without direct supervision.</p> <p>7. Able to work in a range of social and cultural contexts.</p>	Application documentation, interview and practical exercise.
Other	<p>19. Satisfactory Enhanced DBS disclosure.</p> <p>20. Commitment to engage in professional and spiritual development.</p>	<p>8. Have access to appropriate transport for travel within the area.</p> <p>9. Willingness to receive spiritual accompaniment.</p>	Application documentation and interview.

** Given the nature and context of the work it is an occupational requirement that the post holder should be a communicant member of the Church of England or a full member of a church within Churches Together in Britain and Ireland in order to fulfil the main purpose of the post. This post is therefore exempt under Schedule 9 of the Equality Act 2010*