



JOB DESCRIPTION

TITLE	Centenary Project Sheffield Hub Coordinator
EMPLOYER	Sheffield Diocesan Board of Finance
RESPONSIBLE TO	Centenary Project Hubs Oversight
RESPONSIBLE FOR	N/A

PURPOSE OF THE ROLE

The main purpose of the role is to co-ordinate and deliver the Sheffield Youth Hub events for young people and establish regular Youth Worker gatherings to shape and plan the hub events. The post-holder will be responsible for management of their own workload, reporting directly to Centenary Hubs Oversight.

1. GENERAL SCOPE OF RESPONSIBILITIES

The key responsibilities of the role are:

- 1.1 To coordinate, promote and deliver six youth hub events per year
- 1.2 To coordinate, promote and deliver a Youth Workers gathering on a regular basis to shape and plan the youth hub events
- 1.3 To network and build relationships with local leaders in the area, including Centenary Project Workers.
- 1.4 To manage all administrative aspects of hub events; including budgets, data gathering and evaluation.
- 1.5 To work alongside the Centenary Project Hubs Oversight, other Hub Coordinators and other members of the Centenary Project central team.
- 1.6 Liaise with senior members of the Diocese and ecumenical partners advising on matters related to Youth Hubs.

2 KEY TASKS

- 2.1 Take responsibility for all aspects of the delivery of the six youth hub events.
- 2.2 Identify faith-based youth provision in the Sheffield area, both in Diocesan churches and other denominations, and encourage them to be part of the Sheffield Hub.
- 2.3 Organise and deliver input for the monthly Youth Worker's gathering, working with other local youth workers.
- 2.4 Support annual CP events such as our Wild Away Day & Hope Weekend, and wider Diocesan events.
- 2.5 Produce publicity for Hub events and promote them with participants via email and social media.
- 2.6 Review the Hub events on a 6-monthly basis with Centenary Project Hubs Oversight and Centenary Project Manager and amend plans as necessary.
- 2.7 Keep a record of attendance numbers and gospel responses (if relevant).
- 2.8 Manage a small budget for Hub events.
- 2.9 Comply with relevant safeguarding and health and safety guidelines, including ensuring compliance by other youth leaders and completing appropriate risk assessments.

3. OTHER

- 3.1 Undertake such other duties as may reasonably be required commensurate with the responsibilities of the post.

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Diocese.

Key Working Relationships

- Centenary Project Manager
- Centenary Project Hubs Oversight
- Volunteers
- CP Workers
- Parishes, both lay and ordain people, paid and unpaid
- Ecumenical Partners
- Some Church House departments

The post holder is required to:

- Support the ethos, aims and objectives of the Sheffield Diocesan Board of Finance
- Keep up to date with developments in their area of work.
- Participate in performance management and appraisal/personal development reviews.
- Engage in training and continuous professional development activities.
- The post holder will be required to work outside normal office hours including evening events and weekend working, subject to time off in lieu.

CENTENARY PROJECT SHEFFIELD HUB COORDINATOR
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 to leadership level. 	Application documentation.
Experience	<ol style="list-style-type: none"> 3. Active member of a Christian church.* 4. At least 5 years' experience of leading youth or children's activities in a church setting. 5. Working knowledge of the structures and practices of the Church of England; in empathy with its visions and aims. 6. Experience and understanding of the aims of the Centenary Project. 7. Experience of organising large events and Youth Hubs. 8. Experience of working within a team. 9. Experience of working with and nurturing volunteers and/or paid staff. 10. Experience of nurturing young leaders. 11. Experience of planning and leading meetings. 	<ol style="list-style-type: none"> 2. Experience of working in a local church context. 3. Experience and understanding of Fresh Expressions of Church and pioneer ministry. 4. Experience of leading a team. 	Application documentation and interview.
Knowledge and skills	<ol style="list-style-type: none"> 12. A clear understanding of the principles of youth work. 13. Working knowledge and commitment to safeguarding and promoting the safety and welfare of children and young people. 14. Literate in IT including use of social media. 		Application documentation, interview and practical exercise.

Attributes	Essential	Desirable	Method of Assessment
	15. Good people and communication skills. 16. Willingness and ability to work across a range of churchmanships. 17. Good organisational skills.		
Qualities	18. Able to speak with sincerity about matters of Christian faith in an informed, effective and non-judgmental way. 19. Able to relate effectively with a wide spectrum of people, both adults and young people. 20. Able to communicate effectively in person and in writing. 21. Able to motivate self and others and to manage use of time. 22. Able to set and work to goals without direct supervision. 23. Able to prioritise and handle a number of different projects simultaneously. 24. Able to present a strong Christian role model.	5. Able to work in a range of social and cultural contexts.	Application documentation, interview and practical exercise.
Other	25. Satisfactory Enhanced DBS disclosure. 26. Commitment to engage in professional and spiritual development. 27. Have access to appropriate transport for travel within the area.		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*

Please note this role is subject to an Enhanced DBS check in accordance with Safer Recruitment and Safeguarding provisions. For further information, please do not hesitate to contact the HR Team at HR@sheffield.anglican.org