

Job Description (19/10/2018)

- Job Title:** Children's and Youth Worker
Full time, Permanent, £20-25,000
- Hours of Work:** Term times (39 weeks/ year) plus 2 weeks during school holidays (total 41 weeks per year) with an average 35 hours per week. Initially the hours are to suit the current programme (detailed below) with planning and preparation hours to suit the post holder. All subject to development as the programme adapts with input from the Children's and Youth worker.
- Holidays are the remaining 11 weeks of the school holidays
- Reporting to:** Rev. C. Blunt, Vicar of Chester, St. Paul's with St. Luke's
- Normal Place of Work:** The post holder would be based at St. Luke's Huntington, and have office facilities there, but is also required to work across the parish and wider city.
- Job Profile:** To develop and co-ordinate the children's and youth discipleship and outreach and schools work within the parish.

Main Duties:

- To co-ordinate and develop the children's and youth work within the parish and to promote our programme and make it available to those attending churches without similar provision;
- To maintain high standards ensuring that the Safeguarding policy is adhered to at all times;
- To facilitate the programme described below, including recruitment, training and support of volunteers;
- To develop practical and organisational skills and keep appropriate records within the General Data Protection Regulations;
- To attend staff meetings;
- To seek feedback from users, evaluate and re-prioritise as appropriate;
- To make occasional reports to the PCC as required;
- To ensure strict adherence to policies, such as Health & Safety; and
- Such other duties and tasks as the management may from time to time require.

Note – this job Description does not form part of your Contract of Employment

An Enhanced DBS check will be required for this position. An Occupational Requirement has been established for the post-holder to be a practising Christian in accordance with the Equality Act, 2010.

Current programme detailed on p2.

Current Programme

(all timings shown are contact hours and exclude preparation, publicity, planning & travel)

Term Time Weeks (contact hours – maximum 17/ week):

Sunday: 10.30am-12pm, 4.30-5.30pm (Junior/Youth Church, Kids Alive)
Monday: 3.30-5.30pm, 7.30-9pm (St. Luke's Youth Club, Vicars Cross Youth Club)
Tuesday: 9-10.30am, 1.30-3pm (Acorns babies group, Conkers toddler group)
Wednesday: 9am-2pm, (Open-the-book assemblies, high school lunchtime Bible study)
Thursday: –
Friday: 7-9pm (once per month – Ignite youth celebration)
Saturday: –

Other Term Time Requirements:

High school assemblies (typically 8.45-9.15am, Mon-Fri, one week each term)
Youth weekends away (typically 2 per year)
Delivering an Easter event (KS2 classes from 3 schools – Experience Easter and similar)

School Holiday Commitments:

Summer holiday, 3 mornings 9am-12pm: Holiday Club
Summer holiday, taking youth to a festival (to date it's been Soul Survivor)
October half term, Light Party
Christmas holiday, Children's Christmas party
Easter holiday, Children's Easter party

The PCC of Chester, St. Paul's with St. Luke's will consider applications for half time posts covering either the children's or the youth elements of this job description.