



**Job Description**  
**Children & Youth Worker**  
**(Full Time)**

We are looking for someone who:

- has previous experience of working with children
- is passionate about children and youth ministry
- loves community outreach
- is organised and flexible
- has good written and communication skills
- enjoys working as part of a team

To apply, please complete an application form and email it to the Vicar, Revd Kunle Ayodeji at [kunle.ayodeji@stmichaelshighgate.org](mailto:kunle.ayodeji@stmichaelshighgate.org) or call 07790 504812 for an informal chat in the first instance

**Children and Youth Worker**  
**Salary: £20,000**  
**(plus rent-free accommodation)**



St Michael's is a vibrant church, in the centre of Highgate, North London, with a growing membership and a vision to reach out to our community with the love of Jesus Christ.

With church and country opening up again after the global pandemic, we are seeking to appoint a Children's and Youth Worker who is able to provide leadership for this vital ministry to grow and develop in a post-pandemic era.

Children and young people represent the future of the Church and are important to us at St Michael's. We have a varied programme of events and activities such as Sunday service Light Groups, Pancake Party (Shrove Tuesday), Palm Sunday procession with donkey rides, Messy Church, Christingle service and Christmas Nativity. There's never a dull moment at St Michael's!

We are looking for someone with a sense of fun who has the skills and calling for this role, and is enthusiastic about serving in such a vital area of our church life and ministry. The position is a central one in the church, and you will be joining an excellent and supportive team of Clergy, Licensed Lay Ministers and volunteers.

You will preferably have prior experience in working with children, and can bring enthusiasm, kindness and warmth to this exciting and important role.

The role comes with accommodation which allows you to make your home in the heart of the Highgate community.

The church has very close links to St Michael's Church of England (CofE) Primary School, Highgate, where you will be able to share the Christian faith with school children at school assemblies and interact with their families.

## Job Description

<b>Workplace:</b>	St Michael's Church, Highgate
<b>Contract:</b>	Permanent (with probationary period) and full time
<b>Salary:</b>	£20,000 (plus rent-free accommodation)
<b>Hours:</b>	35 hours per week (to be worked flexibly as the work requires, but with two full days off per week)
<b>Reporting to:</b>	Revd Kunle Ayodeji (The Vicar)
<b>Supported by:</b>	Staff team and Volunteers

### Responsibilities:

#### Objective

- To work with clergy and others in developing, planning and running the children and youth ministries at St Michael's
- To be responsible for overseeing the children's and youth ministry at St Michael's and the team of volunteers in delivering a Christ-centred programme of activities and events
- Working with the Vicar, church Safeguarding Officer and others to ensure that maintain high safeguarding standards for children and young persons in the church

#### Sundays

- To organise the Sunday School curriculum ensuring that it helps all the children to grow in their relationship with Jesus in an age appropriate way
- To set up and pack down the children's groups each week
- To encourage, grow, develop and lead the team of volunteers
- To help maintain and develop relationships with the children and families who attend on Sunday mornings
- Keep weekly attendance through Churchsuite
- To help plan guest services including the Family Carol Service, Easter Sunday, Mother's Day etc

#### Administration

- Volunteer team administration including organising rotas and weekly team emails for Sundays
- Ensuring that information on the Children and Youth pages on the church website is kept to date
- Maintaining the Kids' database
- Registering new children on Churchsuite and communicating with families as needed

## **Community Outreach**

- Help plan, organise and promote Messy Church, Pancake Party and other community outreach events throughout the year
- To build relationships with teachers, families and school children at St Michael's CofE Primary School, Highgate, building a bridge between school and church
- Leading weekly assemblies at St Michael's School

## **General**

- Attending the staff meetings as well as other St Michael's church and team events, as required
- Making regular reports to the Parochial Church Council (PCC) on his or her work
- Helping to draft budget proposals where necessary for children and youth work
- Assisting in other ministries at St Michael's as and when required. The youth worker will primarily be involved with children and youth activities at St Michael's but there will be times when, all staff members are required to assist in other church ministries

## **Person Specification**

- Previous experience working with children
- Ability to prioritise workload and manage time and diary well
- Strong communication and writing skills
- High level of confidentiality
- Good interpersonal skills with children and adults alike
- Positive and adaptive attitude to work
- Ability to work flexibly (including evenings and weekends)
- Strong IT Skills
- Attention to detail
- Familiarity with videos and content creation

## **Occupational Requirement**

- It is a Genuine Occupational Requirement (GOR) of the post, in accordance with the Equality Act 2010, Schedule 9, Part 1 S.3, that the post holder will be a Christian in full sympathy with the aims and ethos of St Michael's purpose and mission
- This post is subject to an enhanced DBC check