

## Job Vacancy for Children's and Youth worker St Michael's Church, Highgate



### ***Children's and Youth Worker Role Pack***

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

### ***Who are we looking for? Could it be you?***

We are seeking an experienced person to lead our children's and youth ministry; working with the support of dedicated volunteers, determined to root our children in the love, word and wisdom of God.

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



The position is a central one in the church, and you will be supported and encouraged by willing and able volunteers. We are looking for someone who has the skills and calling for this role, who wants the challenge of leading us all in such a crucial part of the church family.

The church has very close links to St Michael's primary school, where you would have the opportunity to encourage the pupils on their own Christian pathway; getting involved with assemblies and bringing families and Year 6's into our church.

There are two main services at St Micheal's Church with Junior Church every Sunday morning; 9.45am with a traditional choir and 11.15am with a worship band. There is a youth club every Wednesday evening as well as youth excursions and activities. Messy church is very popular as is the annual Christmas morning Nativity.

### ***About our area***

The church has been recently refurbished and is a beautiful Victorian building on the top of the Hill. The spire of St Michael's reaches above Highgate and Hampstead Heath beyond. The interior is dominated by the renowned stained glass East window, by the artist Evie Hone. Highgate is a friendly 'village' in North London, with coffee shops, restaurants, pubs, a theatre, and excellent transport links to central London.

## **Job Description;**

Responsible to:	The clergy at St Michael's
Workplace:	St Michel's Church, Highgate
Contract:	Permanent full-time
Salary:	£20,000 plus 2 bedroom garden flat near to the church
Hours of work:	35 hours per week (to be worked flexibly as the work requires, with Junior Church needed every Sunday but with two full days off per week). There is a possibility of part time work on a pro-rata basis.

***A job share of 2 people could be considered.***

### **Objective**

- To be responsible for all activities, groups and events for children in Nursery - Year 6, including being part of and organising volunteers for the weekly Sunday Church Rota.
- Provide oversight for the youth in Year 7 to Year 11; including being part of and organising volunteers to run a programme of events on at least one evening a week.
- To work with clergy and others in developing, planning and running the children and youth ministries at St Michael's
- To bring leadership, vision and passion to St Michaels' children and youth ministries.

### **Vision and Strategy**

- To set and lead the vision for St Michael's children and youth ministry.
- To oversee the creation and implementation of a year-round programme of activities for young people at St Michael's.
- To build relationships with St Michael's CofE Primary School, building a bridge between school and church.
- To lead St Michael's youth on a Christian camp; for example, Big Church Day Out, Greenbelt and New Wine.
- To keep Junior Church (Light Groups) provision at St Michael's under constant review, and to ensure that materials, training and support for the volunteer team are provided for all age groups.

- Develop, grow and lead the team of volunteers involved in children and youth ministry at St Michael's.
- To help young people explore the Christian faith in a fun, creative and dynamic way so they can come to faith and grow in it.

### **Pastoral Oversight**

- Support and care for all St Michael's children and young persons
- Ensure the vision of St Michael's children and youth ministry enables all children and young people at St Michael's to grow as disciples of Jesus Christ
- Ensure that St Michael's youth ministry provision meets the spiritual, social and learning needs of those it is meant for
- Report to the Vicar and church Safeguarding Officer on any pastoral matters affecting children and young persons in the church
- Experience in the delivery of Children's Talks at Junior Church and at 'All-age' services
- Awareness of pressures and challenges facing young people today and a good understanding of youth culture
- Good understanding and alignment to the values of the Church of England
- A communicant member of the Church of England or other church
- Experience of networking and establishing working relationships with other churches and voluntary bodies

### **General duties as part of St Michael's staff team**

- To participate in, and attend, weekly staff meetings
- Attendance at St Michael's Sunday services
- 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
- To make regular reports to the Parochial Church Council (PCC) on his or her work, and to help draft budget proposals where necessary for youth and children's work
- To assist with all special services at St Michael's especially at Easter and Christmas
- To attend training courses to develop Christian knowledge and professional skills, as appropriate and as agreed by the Vicar
- To work with the Church Safeguarding Officer and DBS Evidence Checker to ensure that the team is following Diocesan Safeguarding policies.

### **Supervision and Support**

- Regular one- to- one meetings with line manager and HR team
- Work with church safeguarding officers to ensure adherence to safeguarding policies and good practice in the area of child protection. St Michael's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.
- Help to oversee and ensure the smooth administration of all of the above, including communication via assorted social media
- This job description and person specification do not form part of the employee's contract of employment and with consultation the precise duties and responsibilities of any role may be expected to change over time.

### **Qualifications / Education Required**

- Hold a recognised qualification in youth work or have a significant amount of experience in youth work (desirable)
- A Levels (or equivalent) required - any subject (essential)
- Degree standard qualification or equivalent (desirable)

### **Experience / Skills Required**

- Relevant experience in working with children and young people
- Experience in managing volunteers
- Willing to work in schools and lead school assemblies
- Willing to organise youth events and summer camp
- Desire to seek a relationship with God through prayer, Scripture and worship
- Excellent communication and writing skills
- Good organisational and time management skills
- Ability to prioritise a busy and varied workload
- IT literate and competent
- Ability to communicate through different media forms including social media
- Excellent interpersonal skills with ability to relate to a range of different audiences (children, young people, adults)
- Ability to work flexibly, including evenings and weekends