



Children, Youth & Families

Job Description

Job Title:	Children, Youth & Families Project Adviser (Maternity Cover – 15 Months)
Benefits:	Contributory pension scheme
Hours of Duty:	35 hrs per week (25 days holiday per annum plus Bank Holidays and discretionary Christmas holiday)
Office Location:	<p>At present your main place of work will be Diocesan House.</p> <p>To ensure the best service to the needs of the Diocese your base maybe moved within the Diocese.</p>
Note:	<i>There is a requirement that events are hosted at different locations around the Diocese and will involve evening and weekend work.</i>
Responsible to:	Children, Youth & Families Development Officer
Key Working Relationships:	
Internal:	Diocese Children Youth & Families Development Officer, Children Youth & Families Task Force, Diocesan Board of Finance (DBF) colleagues, Diocesan colleagues including Clergy and lay workers/volunteers, Bishop's Advisor for Safeguarding, Communications Team, the Diocesan Board of Education & Diocesan School Advisors.
External:	A key aspect of the role is to manage relationships with external organisation and lead on developing work in this area. Organisations will include: Schools with church links, Norwich Cathedral, Network Norwich / Churches Together, Prayer Spaces in Schools, Messy Church, Who Let The Dads Out?, 1277.org, Godly Play Facilitators, Open the Book Co-ordinator, Mothers' Union, the Horstead Centre, other organisations as required and Ecumenical colleagues.

JOB SUMMARY / BACKGROUND:

To enable children and young people to have a life-enhancing encounter with the Christian faith by providing quality resources, training, information and events to support them and those who live and work with them – particularly by supporting parish ministry with children, young people and families.

MAIN PURPOSE OF THE JOB:

To coordinate projects in support of Children, Youth & Families work in church, school and community contexts, with a particular focus on children's and family's ministry. To plan and deliver an annual programme of training and networking events, working with the Children, Youth and Families Development Officer. To be the 'face' of CY&F for clergy, parishioners and teachers who use the Resource Centres, when visiting churches and running events. You will work alongside team members, volunteers and on your own at events across the Diocese.

MAIN DUTIES/KEY RESULTS AREAS:

1. To be the lead, key Diocesan contact and co-ordinator for projects supporting children's and family's ministry including Godly Play, Open the Book, Messy Church, Prayer Space in Schools and other key project activities as they come on stream.
2. To keep abreast of and participate with national initiatives and resources, attending conferences and events, to enhance the information fed into diocesan strategy and shared with churches.
3. To visit and arrange networking events to support churches in developing their children, youth & families ministry
4. To support the operation of the resource centres at Diocesan House, St John's Loddon and Gaywood (visiting when necessary), including maintaining the online library lending system, investigating, purchasing resources and supporting volunteers.
5. To commission, plan, organise and deliver a wide range of training and networking events to support parish ministry with children, young people and families.
6. To lead Christian prayer and worship in a variety of contexts, write theological reflections and participate in the worshipping life of the churches we serve.
7. To lead, plan, organise and deliver a wide range of creative activities at events for children, young people, and families. This will include large events such as Norfolk Show, education days at Norwich Cathedral and regional conferences and training days.
8. To contribute to the children, youth & families team communications and key publications by writing or editing articles, sourcing content and meeting deadlines.
9. To contribute to the development of template policy documents to support churches setting up and running groups – leading on toddler and children's group policies.
10. To support the Children, Youth and Families Development Officer with general administrative tasks for the Children, Youth and Families Team such as responding to enquiries and co-ordinating effective systems for administration, monitoring and gaining feedback.
11. To assist the Children, Youth and Families Development Officer in promoting the role of children and young people within church life.

12. To represent the Diocese at training days and events as agreed with your line manager. To actively promote Diocesan initiatives to support the ministry of children, young people and families.
 13. To work with the Communications team to manage the online information on the Diocesan Website and ensure creative communications via social media and email.
 14. To work in partnership with other DBF teams to provide a seamless service to churches, chaplaincies and schools who engage with DBF services
 15. To manage event budgets, with appropriate signoff permission.
 16. To process volunteer expenses, purchases, invoices and other financial transactions following the procedures outline in the Diocese Finance Handbook.
- Other duties, as and when necessary.

Person Specification:

Knowledge & Skill

	Desirable	Essential
Experience of children, youth and family work in the local church		✓
Good communication skills, both written and verbal Good telephone manner		✓
Good interpersonal skills and the ability to deal with people at all levels		✓
Public speaking, giving presentations		✓
Excellent IT skills, using Microsoft Word, Outlook, Powerpoint and Excel		✓
Excellent attention to detail, accuracy and thoroughness in all aspects of the work		✓
Experience of using databases		✓
Good record keeping skills and the ability to work methodically		✓
Design and marketing skills (including website)	✓	
In sympathy with/supportive of the Diocesan aims and objectives		✓
Worshipping member of a Christian community		✓

Qualifications & Experience

Experience of setting up and implementing effective administrative systems to support new projects and services	✓	
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Working with children, young people or families, including in a church setting		✓
Project management		✓

Personal Attributes

- Effective administrator and communicator.
- Able to work under pressure to meet targets and deadlines.
- Calm and professional disposition.
- Self-motivated and enthusiastic.
- Able to respond effectively to changing priorities.
- Able to work effectively without supervision.
- Willing to accept responsibility.
- Logical and systematic in work processes.
- Attention to detail
- Driving licence & access to car to travel to and for work
- Supportive of the aims and purpose of the Church of England and the Diocese of Norwich.

There is an Occupational Requirement under the Equality Act 2010, section 1 schedule 9, that the successful applicant will be a practicing Christian.

Appointment will be subject to an enhanced check via the Disclosure and Barring Service and all applicants will be expected to work within schools and Diocesan policies and procedures.

THIS JOB DESCRIPTION IS NOT AN EXHAUSTIVE DOCUMENT BUT IS A REFLECTION OF THE DUTIES AND RESPONSIBILITIES APPLICABLE AT THE TIME OF ISSUE. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd. (Detail correct at June 2022)