

Job Description

Job title	Youth Mission Enabler Temporary 1-year fixed term contract
Hours	35 hours per week
Holiday	25 days per year, statutory bank holidays and fixed Christmas leave.
Office location	Diocesan House, 109 Dereham Road, Easton, NR9 5ES
DBS requirement	Enhanced DBS check.

Key working relationships

Line manager	Children, Youth and Families Development Officer
Positions managed	None
Internal	Parish Support Team Colleagues
External	Local clergy and churches in the Diocese

Organisation

The Parish Support Team is made up of the staff and volunteers of a charity called the Norwich Diocesan Board of Finance Ltd (NDBF). The core purpose of the charity is to serve the local parish mission and ministry of Church of England churches, schools and chaplaincies across Norfolk and Waveney.

The Parish Support Team travel across the diocese to undertake a broad range of services that seek to encourage, enable and empower those active in local parishes.

Background

Following a 5-year project to pilot the planting of new churches and the revitalisation of existing ones an extension of one year has been given to work with the existing projects to focus on the priority to grow younger. The role also seeks to build a bridge into the Diocesan strategic objectives around strengthening youth and children's ministry, church planting and revitalisation, raising up lay and ordained leaders and developing mission.

Main purpose of the role

There will be to primary purposes for this role:

1. The developing and testing of new and emerging missional initiatives alongside local pioneers and partners such as Tribe (Youth Garden) and North Breckland Youth for Christ, primarily in the Litcham and Upper Nar, Reepham and Oulton Broad project areas.
2. Supporting a range of youth initiatives in project areas and across the diocese to connect with young people, youth ministers (both lay and employed). Projects will include, Youth Cafes, School Lunch Clubs, School Chaplaincy, Youth Discipleship Groups, Regional Youth Worship and Gathering events.

Main duties and responsibilities

Supporting Churches:

- serve alongside local incumbents, staff and partners in order to explore and develop youth discipleship and mission.
- use their knowledge and experience to enable the project areas to maximise the use of their funding to catalyse youth mission.

Recruitment and Networking:

- recruit, encourage, and network with a collective of lay and co-vocational youth ministers.
- promote sustainability and establish a new approach to youth work in local churches.
- develop an awareness of the potential for a wider network of youth mission outside of these areas.

Training and Education:

- work alongside diocesan staff to run a variety of youth and mission courses for the local church and the collective of lay leaders.
- share knowledge and expertise to normalize the new way of doing youth work in the local church.
- ensure timely completion of all own mandatory training including safeguarding, health and safety, equality and diversity, data protection and anything deemed necessary from time to time.

Documentation and Reporting:

- record learning and produce reports in order to prove and improve models of youth ministry for diocesan strategy and National Church learning.
- reflect on activities and visits to help churches refine their youth ministry.
- identify and report on gaps and opportunities for youth mission.
- maintain records in line with youthwork and safeguarding best practice guidelines.

General:

- ensure safeguarding requirements are met in line with the Diocesan safeguarding policy.
- assist with the good management of volunteers.
- comply with all Health and Safety requirements, especially taking care of your own safety and that of others around you.
- comply with all Parish Support Team policies and procedures and any local church policies that apply to you.
- undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of your position.

Person Specification

	Essential	Desirable
Qualifications and Experience		
GCSE or equivalent in Maths and English	✓	
Working with youth in a paid or unpaid role	✓	
Experience of co-ordinating and managing volunteers	✓	
Experience of organising events	✓	
A qualification and/or experience in a relevant area such as Children or Youth Ministry		✓

Knowledge and Skills		
Knowledge and understanding of the fundamentals of the Christian faith	✓	
Good organisation, planning and time management skills	✓	
Self-motivated and able to work unsupervised	✓	
To have an awareness and some knowledge of Safeguarding, Equal opportunities and Health and Safety		✓
A broad knowledge of church traditions and styles		✓
Personable Attributes		
Occupational Requirement under the Equality Act 2010, section 1 schedule 9, that the successful applicant will be a practicing Christian	✓	
To have an inherent sense of enthusiasm and fun	✓	
Can bring initiative and creativity to the role	✓	
A facilitator and networker with the ability to work with other agencies and organisations	✓	
A regular participant of a local church	✓	
Availability / Mobility		
To have a driving licence and access to a car which can be used for business purposes	✓	
To be available for the full year of the contract	✓	
Available for evening and weekend work, including Sundays	✓	
Post will be based in Reepham and Wensum Valley group of churches; will include driving to work in other locations around the diocese.	✓	

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.