

Job Description

Growing Younger Lead (Children, Youth & Families Development Officer)

Background

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, collectively referred to as the Diocese of Norwich.

The Parish Support Team currently operates from Diocesan House in Easton on the outskirts of Norwich, offering a broad range of services across the diocese that support and encourage colleagues working in local parishes. The main areas of work include direct support for local mission and ministry; and indirect support including areas such as finance, GDPR and data, communications, and safeguarding services.

Ethos and Values

The way we work in the Parish Support Team is as important as what we do, and we are committed to:

- Proactively promote and demonstrate our Diocesan Vision, Christian ethos and values in all aspects of work.
- Treat everyone as a valued individual with kindness and respect.
- Promote and demonstrate a culture of continuous improvement and development.
- Work collaboratively with all colleagues in the Parish Support Team.

Purpose of the role

To provide strategic leadership for our work with children, young people and families across the Diocese, equipping churches to grow a younger, more diverse church where children and young people are heard, valued and safely supported as disciples of Jesus.

Key working relationships

Line manager	Director of Mission & Ministry
Positions managed	Children, Youth & Families Project Adviser Children, Youth & Families Adviser
Internal	Chair of the Diocese Youth & Children's Forum Diocesan Safeguarding Officer Youth & children's workers (paid & voluntary) working within our parishes Diocesan Board of Education (DBE) Parish Support Team Colleagues
External	Clergy, LLMs and parish lay workers/ volunteers Church of England Growing Faith Foundation/NCIs Church of England Diocesan Youth Officers & Children's Work Advisors Voluntary Norfolk Local youth and children's charities (e.g. Youth for Christ, Raise. YMCA) National youth and children's organisations (e.g. BRF, Bible Society, Prayer Spaces in Schools)

Main duties and responsibilities

Leadership and voice

- Lead and shape the Diocese's work with children, young people and families so that:
 - more children and young people know the love of Jesus and respond with open hearts, enabling and fulfilling the Church of England's Vision and Strategy for the 2020s and beyond, especially the bold outcome of doubling the number of children and young people who are active disciples by 2030; and
 - we realise our Diocesan strategic intent to become a younger and more diverse church, embodying our Diocesan vision of "Being transformed by Christ: Prayerful, Pastoral, Prophetic".
- Promote the safety and welfare of all children and young people, following all House of Bishops Guidance and meeting professional expectations in personal practice and everything we organise and offer
- Advocate for children, young people and families, challenging and inspiring our action as a diocese, as churches and as individuals
- Champion the voice of children and young people in the decisions and life of the Diocese, finding new ways of ensuring that their voices are heard and valued at every level
- Encourage churches and leaders to have the confidence to engage well (more actively and more effectively) with children and young people, with their families and with local schools.

Vision, strategy and planning

- Work with the Mission Team to implement the Diocesan Strategy and to ensure that it is effective in its commitment to Growing Younger, offering advice across the strategy process
- Keep up to date with initiatives and projects offered across the country, e.g. 30k, Bubble Church, Children's Essentials, Youthscape Essentials and Launchpad, measuring their impact and increasing our engagement and uptake across the Diocese
- Build relationship and work creatively and instinctively across the whole Parish Support Team (PST), as well as other partners in ministry, e.g. the Horstead Centre, local Youth for Christ Centres

Team leader and enabler of local mission

- Lead the CYF team ensuring their well-being, effectiveness and growth
- Build a sense of team and professionalism wherever possible among those working with children, young people and families, offering coaching and support wherever possible
- Deeply understand the picture in the local church across the diocese, and be a champion of accessibility and inclusion
- Work with and develop the CYF Task Force as a source of ideas, practical support and wisdom
- Be part of the PST Leadership team, meeting regularly to ensure that we are fulfilling our values and purpose as the PST

Equipping and training

- Run and contribute to training courses within the life of the diocese (including IME2), inspiring clergy and lay leaders to engage with children, young people and families
- Ensure that all of our activity and training is offered in line with the highest Safeguarding standards and recognised good practice
- Offer encouragement and inspiration through the strategic Streams Communities programme for our benefices wherever appropriate and contributing to the input of Streams

- Hold ultimate responsibility for the Resource Centres and ensure their impact, effectiveness and growth
- Develop projects which especially support smaller churches in the Diocese as they engage with children, young people and families, e.g. to work with Nomads. (This will sometimes include Governance roles agreed with the Director of Mission and Ministry)

Events

- Oversee and manage events within the diocese to support and encourage CYF leaders and volunteers
- Oversee and manage events within the diocese which bring children and young people together and inspire them to be disciples, including clergy families
- Undertake such other reasonable duties as may be required from time to time and which are consistent with the responsibilities of your position.

Person Specification

	Essential	Desirable
Qualifications and Experience		
Professional qualification in youth work, children’s work, teaching, education or similar relevant area	X	
Impactful working with children, young people, or families, especially within a church or educational setting	X	
Strategic planning and project management		X
Line management and team leadership		X
Recognised training in theology, ministry or mission		X
Knowledge and Skills		
Demonstrable understanding of safeguarding and child protection principles and commitment to promoting the welfare, safety and dignity of children, young people and vulnerable adults, always maintaining professional boundaries	X	
Able to connect national targets and initiatives to the local church and to guide the Bishop’s Staff Team on what initiatives we should be following to make the biggest difference	X	
Able to build relationships and inspire church leaders in every size of church, whether or not there is already youth and children’s work happening	X	
Excellent IT skills, using Microsoft Word, Outlook, PowerPoint and Excel	X	
Inspiring public speaker with ability to present training and other information, and to model excellence in this area	X	
Good interpersonal skills and the ability to communicate and deal with children, young people and adults at all levels, and to quickly make connection and inspire confidence	X	
Excellent attention to detail, accuracy, and thoroughness in all work	X	
Lead age-appropriate worship and provide accessible Bible teaching to children, young people and families	X	
Good design and marketing skills (including publicity and social media)		X

	Essential	Desirable
Personal Attributes		
Committed worshipping member of a Christian community	X	
Supportive of the aims and purpose of the Church of England and the Diocese of Norwich	X	
Able to work under pressure to meet targets and deadlines	X	
Calm and professional	X	
Self-motivated and enthusiastic	X	
Able to effectively plan and manage a high-volume workload for self and the team	X	
Able to work effectively without supervision	X	
Willing to take and accept responsibility	X	
Logical and systematic in work processes		X
Availability		
The role involves attendance at meetings and events, some on weekends and overnight, early mornings or evenings. Good notice will be given of these and time off in lieu is available	X	
Current driving licence and have transport available for travel throughout Norfolk and Waveney	X	

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

Summary of Terms and Conditions

Role	Head of Growing Younger (Children, Youth & Families Development Officer)
Hours	Full time - 35 hours per week
Pension	Enrolment in the NDBF defined contribution scheme a contributory scheme with a 5% contribution by NDBF and 3% by the employee, plus in-service life cover.
Annual Leave	25 days plus 8 public holidays, plus fixed days between Christmas and New Year. 3 additional days after completion of 5 years' service.
Term	Permanent. Probationary period will be 6 months.
Notice Period for both employee and employer	1 month notice during probation period, 2 months afterwards
Expenses	Working expenses are paid at the Diocesan rates
Base	Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES You may also be required to work at other locations within the Diocese of Norwich in line with the requirements of your role. Hybrid Working may be considered (up to a maximum of two days working from home).
Contract	The contract of employment will be with the Norwich Diocesan Board of Finance (NDBF)
Status	The successful applicant will need to show proof of right to work in the UK and complete an enhanced DBS check before taking up the post.

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.