



St Andrew's Church Bedford

Job Description – Youth and Children's Worker (full-time)



Context

St Andrew's is a well resourced Anglican Church close to the town centre of Bedford. The parish it serves is primarily residential and the Church Centre provides a focal point for various community activities.

The buildings comprise the Church itself (built 1921-63) and the Church Centre (largely rebuilt in the early 2000s). The Centre consists of a fully-equipped office, Quiet Room, kitchen, Fairtrade shop and five meeting rooms. The Centre is used every day of the week for a range of activities either organised by the Church or booked for use by external hirers. Approximately 140 adults and 15 children regularly attend Sunday morning services. However, we have over 70 children and young people on our church database who have attended our Sunday services in recent months.

Our full time paid staff members are the Vicar, Curate and Church Centre Manager. Part time staff positions are held by our Administrative Assistant, Money Advice Administrator, Parish Nurse, Director of Music, Verger, Caretaker and Cleaner. Additional ministry is provided to the church by volunteers including the Churchwardens, assisting priests and Lay Reader. We are looking to appoint a full time Youth and Children's Worker.

The Role

The Youth and Children's Worker will be engaged to work with the youth and children at St Andrew's and their families as we teach and inspire them in their early Christian life. He or she will work with the Children and Youth Development Group to extend its vision and strategy for teaching and nurturing children and young people at St Andrew's.

Key Responsibilities

1) Development of existing Children's work

1. Contribute to Sunday Worship (10.00 am) and oversight of the *Crèche* for under threes, *Jigsaw* (3-5), *Jam* (6-10), *Jump* (11-18) groups.
2. Host and co-lead the *Noah's Ark* group on Monday mornings in term-time.
3. Plan, host and enable volunteers to present the *Messy Church* afternoons.
4. Assist to plan and present *All Age* services principally on the First Sundays at St Andrew's.
5. Personalise follow up from baptisms and maintain regular contact with children and families.
6. Engage regularly with girlguiding and scouting groups associated with St Andrew's.
7. Plan and enable holiday activities.
8. Actively develop new links with local schools and work collaboratively with *Open the Book* and *Impact*.

2) Youth Work

1. Re-establish work with the youth of the parish to further develop their Christian beliefs and their engagement with parish life.
2. Assist to plan and deliver the *YouthCharist* services held in collaboration with the cluster churches.
3. Actively develop new links with local schools.
4. Establish and develop mid-week Youth Groups.
5. Be actively involved in Youth weekends (such as the weekend at Chellington).

3) Working Collaboratively

1. Work with the Ministers and PCC in pursuit of agreed Youth and Children's work objectives.

2. Assist volunteers to source appropriate teaching material and offer training, including in Child Protection.
3. Design publicity material to promote events in 'The Fisherman', the church Newsheet and on social media in consultation with the Church Centre Manager.
4. Engage with other local children's workers, youth workers and the diocesan staff.
5. Maintain and keep tidy the Children's area in church.

4) Developing new areas

1. Identify, train and equip new volunteers and leaders.
2. Assist the Verger, Choirmaster and Tower Captain actively to recruit to their respective teams.
3. Establish a pattern of home visits for St Andrew's children, youth and families.
4. Explore new opportunities for outreach.
5. Develop work to involve parents and grandparents in various activities.

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Vicar, who will be the Line Manager. Regular supervisory meetings will be arranged when there will be opportunity for discussion about development, common concerns and training. Ongoing professional training will be encouraged.

It is a genuine occupational requirement that the Youth and Children's Worker be a practising Christian whose own spiritual life is nurtured by the church. It is important that the post holder has a good knowledge of the Bible and is able to think theologically and engage children in their teaching.

The Youth and Children's Worker will work closely alongside the Church Ministers, Wardens, Child Protection Officer and other members of staff and volunteers. The role requires both working alone and with others. The post holder needs to be confident and to have proven organisational, interpersonal and communication skills.

Location and Hours

The Children's Worker has shared desk space in the Church Centre Office of St Andrew's Church, MK40 2PF. The role is full time (37 hours a week). Working hours are flexible but must include Sunday Mornings, Mondays in term time, occasional Saturdays, Messy Church on some Saturday or Sunday afternoons and some evenings. The Youth and Children's Worker is a member of the Children's and Youth Development Group (CYDG) and may be required occasionally to attend some other evening or weekend meetings.

Terms and Conditions

The detailed terms and conditions will be contained in the post holder's Contract of Employment. Annual paid holiday entitlement is 28 working days per annum plus statutory bank holidays. Leave should be arranged in advance with the Vicar.

The rate of pay is in the region of £20,000 a year (actual figure to be negotiated), paid monthly by BACS. Remuneration will be reviewed annually in January. Overtime is not normally available. St Andrew's Church will provide a pension scheme in accordance with national requirements. The details are available from the Parochial Church Council (PCC) Treasurer.

Appointment will be subject to enhanced DBS clearance and compliance with the Asylum and Immigration Act 1996. For an informal discussion about this post, you may like to speak to the CYDG Chair, Ian Smith, or come and visit us on a Sunday morning.

More details from www.standrewsbedford.org