

## JOB DESCRIPTION

### Diocesan Objectives

*Canterbury Diocese is committed to 3 key overriding objectives of*

- *Growing the Church, numerically and spiritually*
- *Re-imagining ministry for lay and ordained*
- *Building partnerships that enrich communities*

*The diocesan structure is built around frameworks which focus on these key objectives and our strategic priorities are set for this purpose. Through our structural frameworks our vision and purpose for our diocesan officers is to offer support, advice and exceptional service to all those who work and worship in the parishes and Deaneries of the Diocese enabling them to serve God through their witness to the good news of Jesus Christ*

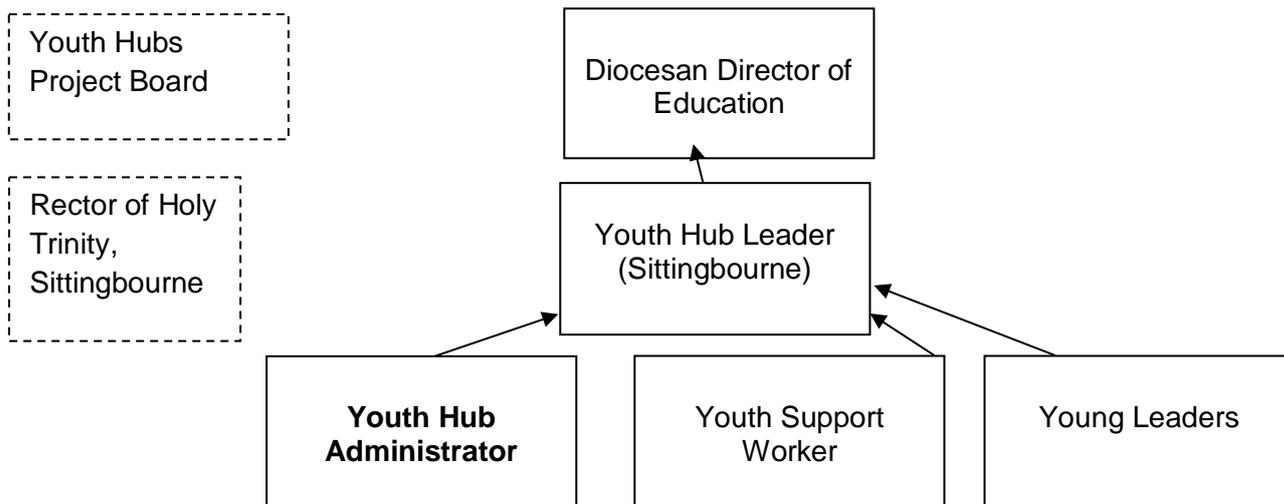
<b>Name</b>	
<b>Job Title</b>	<b>Youth Hub Administrator</b>
<b>Hours &amp; Grade</b>	<b>Part time 20 hours per week Grade 4 £11, 380 per annum. (This is based on a full time salary of £19, 915 per annum)</b>
<b>Location</b>	<b>Youth Hub, Sittingbourne</b>
<b>Contract</b>	<b>Fixed term for 1 year May be extended depending on external funding</b>
<b>Reports to</b>	<b>Youth Hub Leader</b>

### Job Summary

A Youth Hub pilot project is being set up in Sittingbourne, Kent, overseen and supported by the Diocese of Canterbury. A mothballed church is being turned into a Youth Hub for young people of secondary school age. The team will work from the Youth Hub but also go out into the community, rural areas and schools. The aims are to promote the Christian faith and to support Young people of all backgrounds in their everyday life. The post provides the team with administrative support to enable a structured programme of projects, activities and events that endeavour to meet the needs of both Churched and Unchurched young people that use the project, and ensure the Youth Hub building administration is up to date, the post will also include some work directly with young people.

**Job Location:** Youth Hub, St. Marys Church, Park Road, Sittingbourne, Kent, ME10 1DZ

## Structure Chart



## Main Duties

- To provide administrative support for the Youth Hub Leader and team to assist with the smooth running of the Youth Hub
- To prepare regular Youth Hub updates for the deanery and Diocese of Canterbury, liaising with Diocesan I.T & Communications team.
- To open and deal with post and filing, liaising with ChYP's (Children and Young Peoples Ministry) Ministry and Diocesan Finance team with regard invoices and payments and keeping a spreadsheet and account of outgoings against budget.
- To assist with the administration of Faculty applications with regard the permissions to change the building décor in conjunction with the Diocesan Care of Churches Officer, training can be provided.
- To ensure both adult and teenager volunteers have completed their application forms and adults are up-to-date with DBS, training requirements and safeguarding paperwork. Liaising with the Diocesan Safeguarding Administrator and Diocesan Safeguarding team.
- To support the Team to organise and host both small and large events; book bands, speakers, touring teams, prepare flyers, social media, organise tickets, and assist with preparations and event project posts documentation.
- To prepare weekly social media updates to ensure excellent promotion and marketing of Youth Hub events to be agreed by the Youth Hub Leader.

- Update risk assessments.
- To order stock for the Youth café, stationery and items needed for activities and events.
- To assist in organising fund-raising events, this will include working directly with young people.
- To file/archiving documents in line with GDPR requirements.
- To prepare documents – such as information sheets and mail merge distribution lists.
- To assist as required the Youth Hub Leader working on projects which include direct work with young people.

### Person Specification

<b>Qualifications/Education required</b>	<ul style="list-style-type: none"> <li>• Good standard of education, particularly English</li> </ul>
<b>Knowledge &amp; Skills required</b>	<ul style="list-style-type: none"> <li>• Knowledge of all social media platforms including Facebook, Twitter &amp; Instagram</li> <li>• Quick thinker, well organised and able to carry out multiple duties</li> <li>• Able to engage with young people and support them to complete volunteer applications and paperwork, assist with accessing support services.</li> <li>• Ability to multi-task, pro-active attitude, ability to work under time and completion to deadlines.</li> <li>• Willingness to take on additional tasks as and when required, with a can-do attitude.</li> <li>• Be involved with youth events periodically and work with teenagers.</li> </ul>
<b>Experience required</b>	<ul style="list-style-type: none"> <li>• Experience of Administration/Office Support/PA duties.</li> <li>• Experience of MS Office.</li> <li>• Previous experience with working with teenagers an advantage.</li> </ul>
<b>Aptitudes &amp; personal qualities required</b>	<ul style="list-style-type: none"> <li>• Ability to present the Youth Hub positively</li> <li>• Proactive and happy demeanour at all times, be a good role model, work well within a team and have a passionate heart towards teenagers.</li> <li>• To demonstrate an empathy with the ethos of the Diocese of Canterbury and the values and mission of the Christian church.</li> </ul>
<b>Genuine Occupational Requirement</b>	<ul style="list-style-type: none"> <li>• There is a requirement that the post holder be a Christian as you will be advocating the values of the Church of England and creating and nurturing new young Christians of secondary school age</li> </ul>

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<b>Agreed by job holder</b>	
<b>Date</b>	
<b>Authorised by</b>	
<b>Date</b>	
<b>Review date</b>	

***Diversity***

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, those we serve and other persons with whom we help and support are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

***Standards of Behaviour and Conduct***

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

**If required by the post, the Post holder must have an up to date Disclosure and Barring Service (DBS) clearance.**

**The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by Diocesan House and the Diocese.**

**The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Diocesan House records and information.**

**The Post holder must carry out their duties with full regard to the Diocesan Employee Handbook, including Equal Opportunities and Health & Safety.**

*The main duties and responsibilities of your post are outlined in this job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.*