

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

Name	
Job Title	Young Leader
Hours & Grade	0 hour contract £9.00 per hour
Location	Youth Hub, Sittingbourne
Contract	1 year fixed term contract <i>May be extended depending on external funding</i>
Reports to	Youth Hub Leader

This role is being offered as an employment contract based on zero hours because the Diocesan Board of Finance (the employer) wishes to engage an individual on an ad hoc, as required, basis.

The Youth Hub Leader will contact the Young Leader to offer work and it is anticipated that the post holder will usually accept work if offered.

Flexibility lies at the heart of the rationale for zero hours to enable the Youth Hub to manage fluctuations in demand and to offer flexibility to the leaders of the Hub.

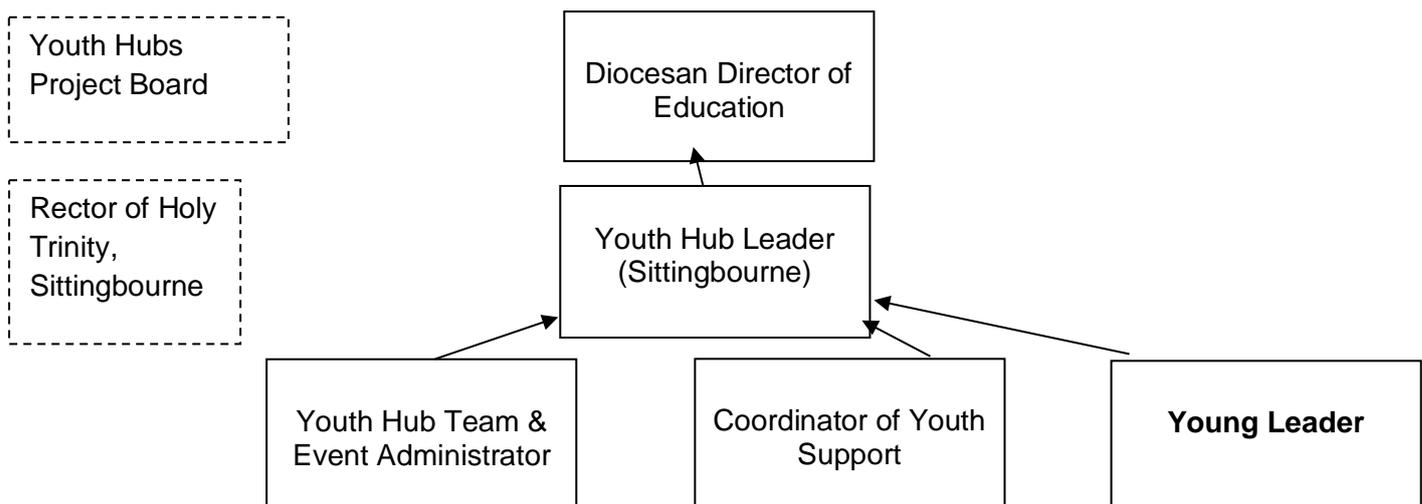
Job Summary

Zeal Youth Hub is a pilot project being set up in Sittingbourne, 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 raise the profile of the Youth Hub,

to promote and support young people in the Christian faith, and to support Young people of all backgrounds in their everyday life.

Job Location Zeal Youth Hub, St Marys Church, Park Road, Sittingbourne, Kent, ME10 1DZ

Structure Chart



Main Duties

- To support the Youth Hub Leader and the Youth Hub project as a whole, to help ensure project outcomes are delivered.
- To be the first point of contact when a young person walks into the Youth Hub, making them feel welcome and signing them in and out.
- Working in Nom Nom Noms Youth Shop.
- To lead small groups in activities, sports and various group work.
- Be able to pray for young people.
- To work with unchurched young people, drawing alongside them, building relationships and trust and imparting a sense of belonging.
- To work as part of the team at community events and being the face of the Youth Hub.

- To assist and support the work as part of a team in rural projects, encouraging and promoting the Christian faith.
- To provide opportunities for young people to say yes to Jesus.
- To encourage young people to play an active role in the Youth Hub.
- To develop and maintain positive and supportive relationships with young people
- To work with Years 6 at the Youth Hub and within a school setting.
- To attend planning and prayer meetings.
- To be involved and committed to fund-raising for the project.

Person Specification

We encourage you to apply even if you do not have all the specifications below.

Qualifications/Education required	<ul style="list-style-type: none"> • Basic level of education required • Food Hygiene – Training provided
Knowledge & Skills required	<ul style="list-style-type: none"> • Good communications skills, ability to talk to young people confidently. • Ability to work independently as well as being part of a team of workers. • A passion for sharing the gospel. • Be a good role model • Ability to use initiative
Experience required	<ul style="list-style-type: none"> • Able to demonstrate that you have been given responsibility at school or elsewhere.
Aptitudes & personal qualities required	<ul style="list-style-type: none"> • Provide a caring, safe and supporting environment.
Circumstances	<ul style="list-style-type: none"> • Subject to Enhanced DBS check.
Genuine Occupational Requirement	<ul style="list-style-type: none"> • 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 disciples and

	nurturing new young Christians of secondary school age
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Agreed by job holder	
Date	
Authorised by	
Date	
Review date	

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.