



Education Team – Children & Youth Assistant Adviser

2 year Fixed-Term Contract
(with the potential for continuation, subject to funding)

17.5 hours per week (0.5 FTE)
£16k – £17.5k per annum (£33k – £35k FTE)

Context

With its network of parishes covering the country, the Church of England plays an active role in national life, bringing an important Christian dimension to the nation, as well as strengthening community life. The Church of England is arranged geographically into 42 areas, each under the care of a Bishop, and covers every part of England.

The Diocese of York takes in much of North and East Yorkshire, an area which includes the cities of York and Hull; towns such as Middlesbrough and Selby; rural areas including the North Yorkshire Moors National Park; and the incomparable Yorkshire coast. We are a family of clergy, churches, parishes and schools, led and guided by the Archbishop of York, Stephen Cottrell.

Together, we strive to be a people who are 'Living Christ's Story'. We are developing and delivering strategic programmes focused on our goals: Becoming more like Christ; Reaching those we currently don't; Growing churches of missionary disciples; and Transforming our finances and structures. We want to be a simpler, bolder, humbler church, which in its diversity reflects the communities it serves.

Our mission and ministry relies on thousands of people – lay and ordained, volunteer and paid. Our diocesan teams provide a wide range of support services, including teams who support the development of our mission and ministry; our Education Team work closely with Church schools; and our support functions such as Safeguarding, Property, Finance, and Communications. Whilst based in the Education Team, the post holder will work closely with colleagues within the wider Mission and Ministry network.

Job Purpose

There is an explicit desire to grow younger within 'Living Christ's Story'. To that end, 'Growing Younger' is a specific workstream within the Living Christ's Story strategic development plan and this role would be supporting this workstream.

Growing Younger is a key priority for the Church of England. This role is instrumental for the Diocese of York in contributing to the national aspiration to double the number of young active disciples by 2030 and the recruitment of 30,000 new leaders of ministry with children and young people nationally.

The purpose of this role is to provide operational support for ministry among children, young people and their families throughout the Diocese so that children and young people grow in faith and their discipleship journey. The post holder will be a practitioner who has the skills to work with passion and vision and the ability to work with a variety of partners at parish level.

This person will report to the Children and Youth Adviser.

What kind of person are we looking for?

Passionate – a person who is able to:

- Demonstrate a passion for mission and ministry amongst children, youth and families.
- Advocate and champion for the vision of 'Growing Faith' – churches, schools and households.
- Share the diocesan vision and, whilst not necessarily an Anglican, is a practising Christian.
- Be an energetic advocate for children and young people in developing ways to enable the voice of the child to be heard at the heart of the Diocese.

Visionary – a person who is able to:

- Encourage and enable churches to incorporate children and young people into the life of the church and prioritise their mission among children, young people and their families.
- Support parishes in establishing new ways of working with children and young people and build mission links with local schools and colleges.
- Foster and grow links with colleagues from the wider church.
- Demonstrate a broad understanding of the breadth of children's and youth ministry across the traditions within the Church of England, including current trends, opportunities and challenges.

Operational – a person who is able to:

- Contribute to GROW – the Diocese of York's Youth Discipleship Ambassadors Programme. Visit groups once they have begun; plan, build team and deliver a residential for participants; liaise with the Diocesan Discipleship Adviser, and young people & families for the commissioning service; plan and deliver retreats for previous cohorts.
- Develop the Listening Process (resources designed by young people for young people) to hear children and young people's views on church, faith and life and input this into church/diocesan governance.
- Lead training for lay ministers that promotes the vision for children and young people, with a particular focus on Children and Youth Ministry Essentials training courses. Enable volunteers and lay leaders through sessions in each Archdeaconry, to enable people to gather in-person and online.
- Liaise with others in the diocese in order to develop and maintain a network of both employed and volunteer children and youth workers to promote the diocesan priorities, share good practice and provide encouragement, help and support to all.
- Develop the SPOND App to communicate safely with young people and families across the diocese. This may have particular application to Family Camp as well as GROW and the Listening Process.
- Keep up to date with children and youth ministry resources to share with local leaders around diocese by contributing to a monthly newsletter.
- Gather Energize users from across the diocese with our Urban Saints contact for training and advice.

General

- The post-holder will play an important role in being a point of contact for anyone with safeguarding issues, and as such will need to demonstrate the ability to relate to people across the whole social spectrum and to put people at their ease and demonstrate the ability to show pastoral sensitivity and tact where appropriate.
- This work will involve issues of a sensitive nature. The post-holder will therefore be expected to maintain complete confidentiality and integrity at all times.
- Liaise with Safeguarding Team regarding aspects for work with children and young people.
- To attend relevant meetings and training as required.
- To participate in an annual review and appropriate continuing professional development, including participation in professional networks extending beyond the diocese.
- To model a collaborative and professional approach to the role.
- To work in a confidential and sensitive manner at all times.
- To encourage good relationships with immediate colleagues, other staff and external contacts.
- To undertake such other duties as reasonably requested.

Key Working Relationships

- The post holder will be part of the Education Team and will report to Children's and Youth Adviser
- Members of the Mission & Ministry Team
- Diocesan Network of Children & Youth workers
- Regional and National networks of those working with Families, Children & Young People

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The job description may be amended over time, in consultation with the post holder, to meet the needs of the diocese. The role will require travel across the diocese. It is important that the post-holder be flexible with their time as their working hours will include evenings and weekends.

Person Specification

This post is subject to an occupational requirement that the holder be a practicing Christian under Part 1 of schedule 9 to the Equality Act 2010 because of its representational role within the diocese.

Essential

- A clear, personal faith in Jesus Christ and is an active communicant member of the Church of England or of a Church in full communion with the Church of England.
- Demonstrate training undertaken in any children or youth church work
- A passion for mission, ministry and sharing the gospel amongst children, youth and families demonstrated through a recent active role in mission or ministry in a local church or equivalent context.
- A broad understanding of the breadth of children's and youth ministry across the traditions within the Church of England, including current trends, opportunities and challenges.
- Demonstrable ability to grow participation, in both number and discipleship and an understanding of good practice.
- Excellent written and verbal communication skills, including the ability to compile and present reports.
- Ability to share resources and ideas; and able to work collaboratively and in partnership with others and to relate well to a wide range of people.
- A flexible, can-do approach and a practical, strategic approach to problem solving.
- Self-motivated, well-organised and resilient; able to work to a high standard with minimum supervision, within a team context.
- Good IT skills, including use of Teams/Zoom, Microsoft Suite, and an electronic diary system.
- Able to work to the highest standards of professionalism and confidentiality, and able to demonstrate discretion in dealing with sensitive issues and confidential matters.

Desirable

- Presently active in mission or ministry in a local church and/or school.
- Ability to make effective use of social media.
- Experience of Canva, Eventbrite and Mailchimp is desirable.

The post includes a requirement to travel to meetings throughout, and sometimes beyond, the Diocese when required, and to work flexibly outside of office hours as the needs of the post dictate.

Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Diocesan Children and Youth Adviser
DBS Disclosure	An Enhanced DBS check is required for this post
Contract Term	This is a 2-year, fixed-term appointment with the possibility of being extended, subject to additional funding.
Probationary Period	Appointments are subject to a 6-month probationary period
Location	The post is based at the diocesan office at Clifton Moor, York (flexible / hybrid working options are available).
Hours	The post is part-time at 17.5 hours per week. The post holder will be required from time to time to attend meetings outside normal working hours.
Salary	An appointment will be made at Grade 5. Starting salary will be between £16k and £17.5k depending on experience.
Pension	The YDBF offers a contributory pension scheme ("the Scheme") organised by the Church of England (the "Church") Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount (which includes a small payment to provide the life assurance element of the scheme).
Holidays	In addition to Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year pro rata.
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post. This is remunerated as the <i>lesser</i> of the two distances to the destination as measured from the postholder's home and from the Diocesan Office (currently 45p per mile for the first 10,000 miles). The full policy is available on request.
<i>Non-contractual Benefits</i>	
Flexible Working	We offer staff a range of options for working flexibly, including regular homeworking.
Employee Benefits	We provide free parking at our York office, and our other non-contractual benefits currently include eye care vouchers and a cycle to work scheme.
Pastoral Care	We have an Employee Assistance Programme, and our Diocesan Adviser and Coordinator of Pastoral Care offers space to talk through pastoral, professional or personal matters, providing or arranging counselling and / or mediation if required.