



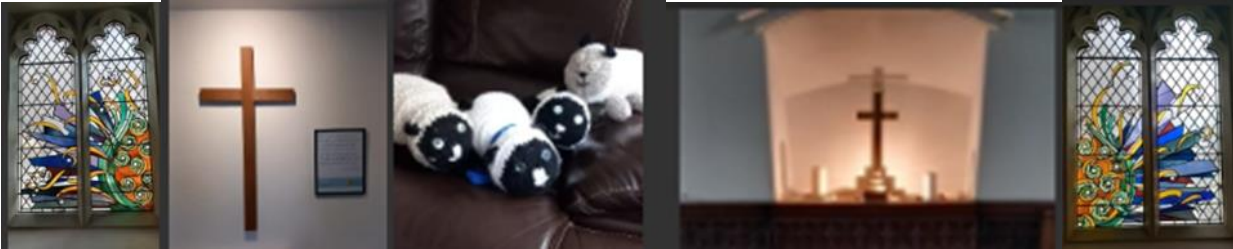
Job Information Pack

# **Young People & Families Worker**

Heworth Methodist Church, Heworth Village, YO31 1AE

Closing date: **20<sup>th</sup> December 2024**

‘With God’s help we aim to form a worshipping, witnessing and caring community in which all may be supported as they grow in faith – a community where all may use their individual talents to bring about God’s Kingdom locally and in the wider world’



**About the job:**

We seek to appoint a warm, enthusiastic and passionate **Young People and Families Worker** on a part-time permanent basis to support the churches existing children and families work, extending it to work with young people and the community.

Visit [www.heworthmethodist.org.uk](http://www.heworthmethodist.org.uk) to learn more about us.

**Working arrangement:**

A flexible working pattern is required, to include evening and weekend working.

**Faith and worship:**

A specific faith is an essential requirement for this role and in accordance with the Equality Act 2010 it is an occupational requirement that the successful applicant is a practicing Christian.

**Next steps:**

Informal enquiries about the role should be addressed to Alyson Christy via email at [heworth.methodist.recruitmentenquiries@outlook.com](mailto:heworth.methodist.recruitmentenquiries@outlook.com) *Note that applications sent to this email address will not be accepted.*

For an application form please contact Andrew Crawford at [hr@yorkshirenemethodist.org](mailto:hr@yorkshirenemethodist.org) *and return completed application forms to the same email address.*

**Anticipated timeline:**

A flexible start date is available and will be discussed at interview stage.

<b>1. Closing date:</b>	20 <sup>th</sup> December 2024
<b>2. Shortlisting:</b>	23 <sup>rd</sup> December 2024
<b>3. Interview date:</b>	w/c 6 <sup>th</sup> January 2025

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. We will contact applicants after this date to let them know if we are progressing their application.
3. Interviews will be held in-person at Heworth Methodist Church, Heworth Village, YO31 1AE.

**Job Title:** Young People and Families Worker.  
**Employed by:** Heworth Methodist Church.  
**Location:** Heworth Methodist Church, Heworth Village, YO31 1AE.

**Responsible to:** Accountable to the Trustees of Heworth Methodist Church through the appointment of a Line Manager.

**Main duties:**

- To support existing groups within the Church, building relationships with families and developing new activities to extend work with older age groups and the wider community.
- To work with the minister and the Safeguarding Officer to ensure compliance with church safeguarding policy and to create a safe space for all.
- To enable children and families in the community to explore faith issues, make commitment, grow in faith, and become part of the church family.
- To encourage and supervise volunteers who support and offer time to the children and families clubs and groups within the church, ensuring that a robust safer recruitment process is implemented and followed.
- To attend meetings of the Church Councils, Church Stewards, and any others as required, giving regular reports for appraisal and, where appropriate, to work ecumenically.
- To network with other children, families and youth workers from across the district, engaging pro-actively in relevant connexional, district and circuit events.

**Other requirements**

- Develop and maintain a good understanding of the culture and values of the Church.
- All other reasonable duties that support the developing mission of the Church.

**Summary of terms and conditions:**

<b>Contract type</b>	Part time, Permanent.
<b>Working hours</b>	8 hours per week.
<b>Working pattern</b>	Flexible working required.
<b>Rate of pay</b>	<b>£14.00-£16.00 per hour DOE</b> (£5824-£6656 per annum salary).
<b>Location</b>	Heworth Methodist Church, Heworth Village, YO31 1AE.
<b>Annual leave</b>	Leave for a full-time employee is 244.2 hours, based on a working week of 37-hours. Leave for this post is calculated to be 52.8 hours, inclusive of public holidays.
<b>Pension</b>	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria may be eligible to join the Scheme, subject to certain provisions.
<b>Probationary period</b>	Appointment will be conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this up to 12-months.
<b>DBS disclosure</b>	Appointment will be conditional subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
<b>Right to work</b>	Appointment will be conditional on demonstrating the right to live and work within the United Kingdom.
<b>Training</b>	There may on occasion be the need for training relevant to the role and the requirements of the Circuit and wider Methodist Church. All such training will be undertaken during contracted hours or recorded as time off in lieu (TOIL).

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<b>Qualifications and Training</b>			
A recognised qualification in children or youth work (or within a relative field).		Yes	A, I
A recognised qualification or relevant training in pastoral work and/or theology.		Yes	A, I
<b>Knowledge, Skills and Experience</b>			
Strong planning and organisational skills.	Yes		A, I
Computer literate. Able to use Microsoft packages and different social media platforms effectively.	Yes		A, I
Experience of pastoral work with families.		Yes	A, I
Experience of working with children and families in a church related context wither as an employee or a volunteer.	Yes		A, I
An understanding of the importance of GDPR and safeguarding, committed to adhering to church policies in these areas.	Yes		A, I
<b>Qualities and Aptitudes</b>			
Able to maintain professional boundaries at all times, developing trusted working relationships with a diverse range of people.	Yes		A, I
Able to work under pressure and meet deadlines, often with competing priorities, demonstrating reliability, integrity. discretion and confidentiality.	Yes		A, I
Able and willing to work independently for periods of time and as part of a team wen needed.	Yes		A, I
Able to communicate in a culturally relevant way to all ages and backgrounds.	Yes		A, I
An active listener with excellent interpersonal skills and a friendly, sensitive and approachable demeanour.	Yes		A, I
<b>Any Other Requirements</b>			
A well developed and robust personal Christian faith	Yes		A, I
A willingness to understand, learn and engage with the structures, ethos and values of the Methodist Church.	Yes		I
A local knowledge of Heworth with an understanding of how the development of children and families work will support the local community.		Yes	A, I
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of a person's life.	Yes		I
A satisfactory enhanced disclosure from the Disclosure and Barring Service.	Yes		I
A commitment to continue professional development and to undergo relevant training where deemed necessary by the Line Manager.	Yes		I

**Evidence:**    **A:** Application form    **I:** Interview    **Q:** Proof of Qualification

**Adjustments:**

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application. If you have any questions about the way that we recruit, please contact our [District Lay Employment Advisor](#).

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

**Entitlement to work in the UK:**

Any job offer and appointment will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

**Experience, knowledge, skills, and abilities:**

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. Where CVs are submitted these will not be used to make shortlisting decisions.

**References:**

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

**Criminal convictions:**

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job that you have applied for and the nature of the conviction.

**Data protection:**

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

**Equality, diversity, and inclusion:**

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless clearly stated that an 'Occupational Requirement' is in place, recruitment will be made on the basis of an applicant's ability and merit as measured against the criteria for the job.