***Background***

Solihull Parish is an Anglican Parish with three district churches – St. Alphege, St. Helen’s and St. Michael’s. The role is parish wide.

This is an exciting opportunity for the right candidate to play a key part in the life of our parish, valuing and supporting the rich variety of work which presently exists with children, youth, and their families, whilst helping to shape and develop this ministry for the future. You will need to be a well-trained reflective practitioner with sufficient experience, vision and drive to lead by example and to inspire and equip others. Most importantly you will be someone with a heart for God’s mission.

# Role Description

**Post: Director of Ministry for Children & Youth (0 to 18’s) and their Families**

**Purpose of Post:**

* To oversee the work with 0 – 18’s in Solihull Parish.
* To build positive relationship with families, youth, and children, providing care and pastoral support when needed (a responsibility shared with the clergy and others).
* To encourage families to develop their faith together and support them in building lasting connections with the parish and its churches.
* To foster good relationships with the local community, particularly schools, in order to share the Gospel and further the mission of the church.
* To build and inspire an effective team of volunteers to enable this work.

**Background and knowledge**:

* A committed Christian who is prayerful and open to the renewing work of the Holy Spirit and is confident in articulating and sharing their faith.
* A person who feels positively about working in an Anglican church, being willing to work within its authority and accountability structures, and to become a member of our worshipping community.

**What you will be expected to do:**

The following areas will be within the scope of the post. The post holder will be responsible to the Rector (their line manager), agreeing priorities and the best allocation of time and resources.

Vision and strategy:

* Contribute towards a vision and effective strategy for children, youth, and families, in consultation with the Rector and Parochial Church Council (PCC).
* Develop a coherent program of worship and activities that provides a pathway for children, youth, and families to grow in their faith and walk with God.

Encouraging children and youth in their faith & worship:

* To ensure that children and youth are taught the basics of Christian faith and how this may apply in their everyday lives.
* To encourage children and youth in worship and use of their gifts and skills.
* To liaise with parents and carers on a regular basis to ensure our practice is responsive.
* To advocate for children, youth, and families, keeping abreast with best practice and encouraging change where this is needed to meet particular needs.
* To regularly participate in services where children, youth, and families attend (e.g. Junction, Messy Church, All Age Services), contributing to quality input and taking the lead when appropriate.
* To take an active lead in preparing children for First Communion, and youth for Confirmation.
* To work with families, encouraging faith in the home (e.g. the CofE Growing Faith initiative).
* To encourage participation in para-church residential gatherings (e.g. Greenbelt. Spring Harvest, Taizé) taking a lead in organising parish groups to attend.

Recruiting and supporting leaders:

* To be responsible for the recruitment and regular training of volunteer leaders, supporting them in developing the necessary skills to work with youth both within and outside the church. This will be supported by and in conjunction with the diocesan team.
* To plan, coordinate and supervise the various groups, including the selection and planning of suitable programmes, materials and resources, the appointment of suitable group leaders and helpers, to ensure adequate supervision of groups according to statutory ratio requirements and the on-going monitoring of performance.

Building links with the Community:

* To work with colleagues in building close links with our two church schools and other local primary schools, planning and delivering collective worship and other appropriate input e.g. RE lessons.
* To organise and support events (e.g. Journey to the Stable, Easter Journey) in which local schools and children from the community can participate.
* Develop after school clubs/groups for children and youth.
* Suggest and foster new initiatives (e.g. holiday club is an aspiration).

Support the wider work of Solihull Parish:

* To line manage our Assistant Children and Families Worker (12 hrs / week) and Parish Youth Work Assistant (10 hrs / week).
* To participate in team meetings, being a member of the core ministry team, together with the two stipendiary clergy and the pioneer minister.
* To support relevant PCC Committee work as directed by the Rector, and attend PCC meetings when requested.

Safeguarding:

* To work with the Parish Safeguarding Coordinator and others to ensure we meet the requirements of relevant legislation, Diocesan and Church of England procedures.
* You will be responsible for the Safer Recruitment of volunteers following Solihull Parish, Diocesan, and Church of England policy.
* To ensure that all who work with children or youth have appropriate DBS clearance.
* To ensure that working practices and procedures always reflect and adhere to current guidelines or go beyond.
* To liaise with the Parish Safeguarding Coordinator and others to ensure that all volunteers have received statutory safeguarding training within the appropriate time frames.

General Duties:

* To monitor expenditure and manage the budget for this area of ministry.
* To provide reports of work as requested.
* To undertake relevant training as needed.
* To carry out other relevant duties as may from time to time be agreed.

**How you will be measured:**

* Progress made in delivery of key work objectives.
* Extent to which volunteers have been released and skills harnessed.
* General positive feedback.

**Working arrangements:**

* The post-holder reports to the Rector who is also their line manager.
* It is expected that the post-holder will engage positively with regular supervision.
* The post-holder also works closely with other members of the staff team.
* The post-holder will be responsible for the line management of two paid assistants.
* The contract will be permanent, and a probationary period of 6 months will be applicable.
* The hours worked will be flexible and will include Sunday mornings, some evenings and Saturday work. It is year-round.
* The post-holder will be expected at take at least one clear day off each week.
* The post attracts 5 weeks paid annual leave plus statutory bank holidays.
* The post does not come with accommodation, but the parish may be able to offer help in finding a good and economic option.
* Office space will be provided by the church.
* The post requires an enhanced DBS disclosure.

**Nature of Post:**

Full Time.

The basic working week will be 37.5 hours and such other hours as may reasonably be necessary to deliver the job description effectively at times and places to be agreed by the Employer.

**Remuneration:**

£28,000 to £32,000 depending upon qualification and previous experience. All employees have access to the ‘Health Assured’ employee assistance program.

The post-holder will be automatically enrolled in Nest Pensions. The current contribution rates are: Employer 3% and Employee 5%.

**Equality Act 2010 relating to Religion or Belief and Sexual Orientation**

For the purpose of both of the above regulations it is considered to be an Occupational Requirement that you are a practising Christian and endorse the beliefs and values of the Church of England. If further clarity is required, this can be provided on request.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential/****Desirable** | **Assessed by** |
| **Personal Characteristics** |  |  |
| Committed Christian with a desire to grow and deepen their personal faith | E | I, R |
| Ability to inspire, motivate and lead others | E | I, R |
| Ability to fit into the staff team – accountability, flexibility, a ‘can-do’ attitude, reliable, enthusiastic, fun and a sense of humour | E | I, R |
| Ability and desire to capture and articulate God’s vision for this area of ministry in Solihull Parish. | E | I |
| Strongly motivated and able to manage their own time | E | I, R |
| **Experience** |  |  |
| Working with children and/or youth in a church context (or similar) | E | A |
| Working with children and/or youth in other environments | D | A |
| Recruiting and developing volunteers | E | A, I |
| Training volunteers | D | A, I |
| Experience of communicating with children in an ‘up front’ capacity | E | A, I |
| Experience of communication with ‘All Age’ groups in an ‘up front’ capacity | D | A |
| Experience of working in schools | D | A |
| **Qualifications** |  |  |
| Formal children’s or youth ministry qualification or corresponding qualification and experience from another field (e.g. education or healthcare). | D | A, I |
| Theological qualification | D | A, I |
| High standard of general education | E | A |
| **Skills and Abilities** |  |  |
| Strong teaching and coaching skills | E | A, I |
| Strong and creative IT skills | E | A, I |
| Familiarity and confidence with social media | E | A, I |
| Ability to communicate well across all age groups and develop healthy relationships | E | A, I, R |
| Ability to lead a team – a leader of leaders | E | A, I, R |
| An understanding of Safeguarding and Child Protection procedures | E | I |

A = Application

I = Interview

R = Reference