

# TRINITY CHURCH CHILDREN'S AND YOUTH ADMINISTRATOR APPLICATION

## Overview

Trinity Church started in 2003 as a church plant from St Leonards Church, Exeter. The church moved to its current location, Clyst Heath Primary School, in 2005 and in May 2013 became a recognised Church of England Parish.

The current parish covers the areas of Clyst Heath, Kings Heath and Newcourt in the east of Exeter. This area is a relatively new development with houses first being built in the late 1990s on the site of the old Digby Hospital with on-going building in the Newcourt area. In total there are approximately 2,300 houses within the parish, expanding to approximately 5,000 over the next few years.

Within the parish there is currently one primary school (Clyst Heath), with plans for a second primary school (Trinity, Church of England VA) to be built and to start enrolling students in September 2017.

Trinity Church is blessed with a large number of children and young people as members. Their needs are met on a Sunday through a number of groups running alongside the adult church, except for the first Sunday of the month, where the whole church family stays together for an all-age service:

<b>Group</b>	<b>School Years</b>	<b>Number of children registered</b>	<b>Number of regular attenders</b>
<b>Crèche</b>	To Pre-School	10	8
<b>Stars</b>	Pre-School to Year 1	15	10
<b>Sparks</b>	Year 2 to 3	26	16
<b>Ignite</b>	Year 4 to 5	24	18
<b>Explode</b>	Year 6 to 7	18	12
<b>Impact</b>	Year 8+	15	10

As well as meeting the needs of our church children and young people, Trinity runs a regular weekly children's group, K@tch, meeting every Tuesday evening in term time. There is an 8-strong team of volunteers who run the club for years 3-6. There are up to 50 local children who come along. Although the group is predominantly social, there is a short teaching slot included each week.

There is also a number of annual activities within the church that involve the children. These include:

- Xcite holiday club, held each year in the first week of the summer holidays and attended by over 100 church and non-church children.

- The church weekend away, held in late winter / early spring. Primary school aged children have their own teaching programme that runs parallel to the adult teaching.
- Sundays in Summer – during the school summer holidays, there is a break from the normal children's and young people's teaching programme when their teaching is delivered in a larger single group, often by members of the church family not involved in our term time children's and youth work.

Our children's and youth work is currently delivered by a team of volunteers with operational support from the group leads and strategic support being provided by the Children's and Youth Work PCC subcommittee.

It is recognised that over the coming years we will cater for more teenagers (youth) and look to developing youth bible studies and opportunities for teens to serve the wider church.

We are thankful to God for being gifted with so many children and young people within our church; at the same time we are acutely aware of the responsibility that comes with this – not only to those within our church family but also to those within our parish who we have been called to serve. As such, we are looking for an inspiring and motivated individual to join our team and serve those children and young people entrusted to us.

# JOB DESCRIPTION FOR THE POST OF CHILDREN'S AND YOUTH ADMINISTRATOR FOR TRINITY CHURCH EXETER

**Job title:** Children's and Youth Administrator

**Responsible to:** Senior Church Leadership

**Hours of work:** 12 hours per week (Initial 8 month contract, up to Sept 2017). Hours reviewed after 3 months.

## **Job Purposes:**

- To fulfil administrative tasks to ensure efficient and effective running of children and youth groups and events.

## **Main Responsibilities:**

*To support the provision of children and youth ministry by providing administrative support.*

- Commitment to regular prayer for all aspects of children's and youth work.
- To work with the safeguarding officer to ensure that Child Protection procedures are applied.
- To work with the Children's and Youth Work Sub Committee -
  - In regularly reviewing the group structure and adjust to best fit the demographics of the church.
  - In collaboration with the group leads, to provide support to ensure each group has an adequately staffed volunteer team.
  - In ensuring the team are safe, supported, impassioned and able to meet the needs of the young people they serve.
  - To support the recruitment of helpers and leaders.
  - In supporting the briefing of all new helpers and leaders regarding their role and appropriate policies.
  - In organising training by advertising and facilitating attendance at training offered by the diocese and other organisations.

*To fulfil administrative tasks to ensure efficient and effective running of children and youth groups and events.*

- To Work with the group leads to ensure teaching material, equipment and facilities are available and appropriate.
- To provide regular (2 monthly) reports to the Chairperson of the Children's and Youth Work PCC subcommittee on Trinity's children's and youth work.
- To produce a termly teaching programme for Sunday mornings, from information provided
- To maintain of list of 'Approved Children's and Youth Work Helpers and Leaders'
- To facilitate Safeguarding Officer to ensure all 'Approved Children's and Youth Work Helpers and Leaders' are DBS checked.

- To provide timely updates for the church prayer diary regarding children and youth matters.
- To prepare, in conjunction and the Children's and Youth Sub Committee chairperson the Annual ACM report.
- To organise and facilitate agenda and minutes for the termly children's and youth work review meeting.
- Monthly publication of opportunities in children's and youth work for Church Notices.

*The above list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the post.*

**Relationships:** The Children's and Youth Administrator will be accountable to the Senior Church Leadership and tasked by the Chairperson of the Children's and Youth Work PCC Sub Committee who will provide on-going support along with an already established team of volunteers which includes group leads, the safeguarding officer, the health and safety officer and the church wardens.

**Environment:** The nature of the job will require some evening and weekend work. The successful applicant would be expected to be an active member of the congregation at Trinity Church.

## PERSON SPECIFICATION

Requirement	Essential	Desirable
<b>Proven Ability</b>	<ul style="list-style-type: none"> <li>• Strong administration skills &amp; capable of working independently to deadlines.</li> <li>• An ability to work with nominal guidance and to recognise tasks required.</li> <li>• Good organisational skills</li> <li>• Able to work independently and as part of a team.</li> </ul>	Experience working in a church environment reporting to a vicar or church minister
<b>Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• Belief in Jesus Christ as the one true Saviour and His act of redemption on the cross.</li> <li>• Commitment to follow Jesus Christ and a passion for sharing the Christian faith and discipling children and young people in faith.</li> <li>• Belief in the Bible as the inerrant word of God and a desire to see it taught and followed.</li> <li>• Desire to see the development of young people as disciples of Christ.</li> <li>• Desire to facilitate children and youth work in a church environment through supporting a team of volunteers.</li> <li>• Able to engage with the wider Trinity Church.</li> </ul>	
<b>Special Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Awareness of issues relating to safeguarding children and vulnerable adults</li> <li>• Relevant ICT skills</li> </ul>	

# TERMS AND CONDITIONS

**Contract Period:** The initial period will be for six months

**Salary:** £8.45 an hour (Living Wage Foundation 2017 Rate)

**Hours of work:** 12 hours. The post requires a degree of flexibility regarding the working hours; further flexibility can be offered to accommodate external and personal commitments of the employee, including term time working, subject to agreement. There will be the need to work some evenings and weekends.

**Accommodation:** Not provided

**Paid Leave Entitlement:** 5.6 weeks (on a pro-rata basis) Inc. Bank Holidays

**Sick Pay Provision:** tbc

**Pension Entitlement:** None, the gross salary falls below the requirement of the Work Place Pension Scheme

**Notice:** One calendar months notice of termination is required on either side

**Conditions of appointment:** It is our policy to check all staff, paid and unpaid, for suitability to work with children and young people. We will undertake an enhanced DBS check and ask for References; one of the referees must be your current or most recent employer.