

## Job Description

<b>Job Title:</b>	Assistant Youth Director
<b>Department:</b>	Youth and families
<b>Line Manager:</b>	Youth Director/Vicar
<b>Reviewed By:</b>	
<b>Date:</b>	
<b>Job Profile</b>	
<b>Purpose of the Role</b> – provide a brief statement of why the job exists.	
<p>This role is about working with the Youth Director to create spaces where young people feel welcomed, valued, and encouraged to grow in their Christian faith and friendship. This includes Sunday groups, midweek gatherings, and special events that are fun, engaging, and full of life, which provide opportunities for young people and their families in the local community to explore the Christian faith. The role involves working alongside a team of volunteers, our staff team, and families across the church in our mission to reach young people for Christ.</p>	
<b>Key Relationships and Context</b> - list the key contacts the role holder has internally and externally. Briefly describe the nature of each relationship.	
<ul style="list-style-type: none"> <li>- Based at St Luke’s Church</li> <li>- Responsible to the Vicar</li> <li>- Part of the staff team, expected to attend regular staff meetings and to be a worshipping and participating member of St Luke’s.</li> <li>- Supported by Children and Youth Working Group, and the Children and Youth prayer group</li> <li>- Understand safeguarding requirements, and work with the church’s Safeguarding Officer</li> <li>- Possibility of further training opportunities for qualifications in Youth Ministry</li> </ul>	
<b>Duties and Key Responsibilities</b> - list the main tasks & accountabilities that form the job. This should be classed under no more than 5-6 main headings, starting with the most important.	
<ul style="list-style-type: none"> <li>• Sunday groups –to assist the Youth Director and volunteers in leading groups for church youth on Sunday’s, nurturing and discipling them in the Christian faith. Particular responsibility will be given to discern ways to reach those who have clashes with sport etc and provide stepping stones between midweek and Sunday attendance.</li> <li>• To connect with church families, providing spaces for them to talk about challenges of parenting for faith.</li> <li>• To work closely with the Children &amp; Families Lead to ensure good relationships with children, youth, and families across the life of the church.</li> <li>• To work with the Youth Director and church staff team to integrate young people into the wider life of the church.</li> </ul>	

- Midweek groups – to assist the Youth Director to plan and run midweek outreach groups, and to assist in opportunities for mission and community outreach including schools’ engagement.
- To help in providing encouragement, training and support to volunteers
- To root all areas of youth ministry in our vision
- To assist the Youth Director in ensuring all ministry with young people follows our Safeguarding Policy.
- To take an active part in staff meetings and conferences and to be a flexible member of the staff team, willing to take on additional tasks.
- To take part in children and youth prayer and vision meetings.
- To prayerfully discern how the wider church vision can inspire creativity in developing youth ministry

### Person Specification

**Experience and Skills** – describe the skills, previous experience, and qualifications you would expect a role holder to have to be effective in the role.

#### Essential

- To have a strong Christian faith based on a good biblical understanding, as this is an Occupational Requirement for the post-holder in accordance with the Equality Act 2010
- To support and hold to the vision and mission of St Luke’s Church
- To take an active and prayerful role in the ministry of St Luke’s
- To enable receipt of an enhanced full DBS report before appointment can be confirmed
- To have a heart for Jesus and young people
- To be committed to their own spiritual and emotional growth.
- To have a good understanding of safeguarding and risk management.

#### Desirable

- To enjoy being with young people, listening to them, encouraging them, and pointing them towards Jesus.
- To bring creativity, energy, and joy to the work.
- To thrive as part of a team and enjoy drawing others in
- To be flexible, organised, and reliable, with an ability to delegate.
- To be able to work independently, generating and running with new ideas.
- To be able to talk about Jesus naturally with those who don’t yet know Him.
- To receive feedback with humility and be eager to learn.
- To adapt well when new opportunities or unexpected challenges arise.
- To have confidence engaging with parents, carers, and other community partners.
- To be able to help others feel safe, welcome, and at ease.
- To be confident with IT and the use of technology in their communications (eg Microsoft, Email, Canva and ChurchSuite)
- To have experience leading and teaching groups of young people in a fun, engaging and relevant way.

*The job description is an operational document that does not form part of the contract of employment.*

*There may be times when an individual is expected to perform tasks that are not expressly stated in the job description but are necessary in the day-to-day performance of their duties.*

*The job description may be amended as necessary to meet the changing needs of the organisation.*