

## **Job Description:**

**Job Title:** Grace Kids & Grace Youth Leader

**Hours:** 7.5hrs/week

**Pay:** £27159.72/pa (£14.11/hr), £ 5502.90 pro rata

**Term:** 1 year (fixed term)

**Reports to:** Dave Keeping, Lead Elder & Trustee.

### **Job Purpose:**

On behalf of the elders and trustees, lead a team that helps Grace Church children and young people meet Jesus and learn about Him. Also help them to understand what it means to follow and share Jesus with others in their day-to-day life.

### **Responsibilities** (to achieve your purpose, you will need to):

1. Develop and manage a suitable team of volunteers to provide GraceKids and Youth activities on designated Sundays during term time. GraceYouth should also meet on 2 Fridays each month during term time.
2. Make and manage a realistic rota that enables these activities to take place, whilst still allowing volunteers to have regular breaks from serving.
3. Ahead of each new term, identify a syllabus (with teaching materials included) for GraceKids and activities for GraceYouth that support your job purpose. Help your team to deliver the syllabus by offering training and support as needed.
4. Attend Grace Church leadership meetings, forums, training and meet with/be accountable to an elder on a regular basis (at least quarterly) regarding your role and personal development.
5. Undertake the role of Safeguarding Co-ordinator, including the management and coordination of all DBS checks (and updates) for staff and volunteers working with children, young people, and adults at risk.
6. Respond to any safeguarding concerns without delay, raising them with the relevant authorities and seeking support and advice from the nominated elder (Dave Keeping) and/or the chair of trustees (Bek Chalmers) if the concerns are about the elders. Maintain accurate written records of any safeguarding concerns and actions taken in response to them.
7. Adhere to all Grace Church's policies and procedures relating to employment, including the code of conduct and our responsibilities under GDPR (General Data Protection Regulation).
8. Support the vision, values, and purpose of Grace Church in the way that you lead your team to function, feel and relate. Also, faithfully represent the views, beliefs, and teaching of Grace Church. Where you feel unable to do so, let the elders know as soon as possible so that we can work toward a place of understanding and try to avoid any crisis of conscience.
9. Perform any other tasks as required from time to time by the elders and trustees.

## Person Specification: GraceKids & GraceYouth.



### Required:

1. A Christian believer baptised in water and the Holy Spirit.
2. A member of Grace Church for around 12 months.
3. Able to pass a clear enhanced DBS check with an additional clear check of the barred persons list.
4. Of good character, able to fulfil the qualifications for “deacons” that may apply in 1 Timothy 3:8-12, i.e. dignified, sober, faithful, manages their household affairs well, devoted to one spouse (if married), parents well (if they have children) etc.
5. Prior experience (paid or voluntary) that enable them to fulfil the responsibilities of the role.
6. Embrace and practice Jesus’ example of leadership as service not status (Mark 10:42-44, Matt 20:25-28).
7. A genuine care for children and young people, as well as a passion for them to grow in their knowledge and experience of God through the Bible and power of the Holy Spirit.
8. A conviction that children and young people are often the best at sharing Jesus with their peers. Therefore, they need to be helped to grow in their own conviction, competence, confidence, and courage when it comes to sharing the gospel.
9. Well organised, flexible, self-motivated, proactive, able to work independently and prioritise tasks.
10. Available to work evenings and weekends.
11. Able to manage a degree of stress and handle criticism with grace and humility.
12. Good communication skills.
13. Able to manage confidential and sensitive information.
14. Willing to build relationships and partnerships with other children and youth leaders locally and trans locally.

### Desirable (but not required):

1. A qualification relevant to working with children and young people.
2. Your own transport.
3. IT skills (including various contemporary social media platforms) relevant to the role