

# Job Description Form



## Advice on How to write a job description

Often the job description is one of the tasks that is left to the last minute when looking to take on a youth worker instead of being something that is clearly thought through and clearly defined. Your potential worker will use the Job Description to see what they would be doing if they joined you and an unprepared or unclear job description will put people off.

**As you start out your job description you need to think about the main purpose of the role rather than simply a list of clubs or tasks that need to be done. What is the focus or main priority of the role e.g. Is the need for a schools worker, church youth worker, detached worker.** Once you have your main purposes written down you can begin to define how the worker will fulfil these.

As you begin to work out the essential criteria of what is important in terms of skills/experience for the applicants it is important to think of what skills do you currently have in the church / project currently and what skills are you missing. It is also at this point worth thinking if one person can actually do all the work you want them to do? Our expectations often work their way out as we put a Job Description together so it is worth assessing our expectations again at this point. Draft a weekly timetable. Fill in the main activities. Where you have space begin to think through what other activities would be helpful in fulfilling the main purpose of the role. Do remember to leave time for planning and meeting with line manager and mentor.

Please see the Sample Job Description as a guide for you as you construct your Job Description.

<b>1. Your Project</b>
Church Mission Encourager to Children and Young People

<b>2. Line Manager's Information</b>		
Title: Revd	Surname: Putnam	First Name: Jeremy
Address: All Saints Vicarage, Tresawls Road, Truro, Cornwall		Home Phone: 01872 261944
		Work Phone: 01872 495121
		Mobile Phone: 07894 628405
Postcode: TR1 3LD		E-Mail: vicar@ash.church

<b>3. Details</b>
Job Title: Youth Ministry Trainee
Type of Post: <input checked="" type="checkbox"/> Trainee <input type="checkbox"/> Full Time Salary <input type="checkbox"/> Part Time Salary
Number of available Posts for this Job: 1
Number of hours per week: 25 - 30
Allowance/Salary Information: £40 pw in accordance with SWYM guidelines.
Accommodation Details: TBC
Training Options available:
1 <sup>st</sup> Year: Youth Children's & Families <input type="checkbox"/> YWA
Degree: <input type="checkbox"/> Youth <input type="checkbox"/> Children's & Schools <input type="checkbox"/> Community & Family <input type="checkbox"/> Missional leadership

## 4. Job Description

Purpose of the role:

### Context

The parish church of All Saints is set within a rapidly expanding urban community, close to some fabulous beaches (15mins from Perranporth, 20mins from Newquay, 20mins from Falmouth by car) – 10mins walk to Truro City train station, and on a major bus route. The church itself, is now situated within a brand-new housing estate of over 250 homes, the vast majority of houses being occupied by young families. Within the parish boundaries, there are 3 primary schools, 3 senior schools, and Truro College which has 600 HE students, 5500 FE students, and 10000 part-time course students. The current parish residential population at the last census was 8000, but current estimates are more likely to be 10000, expanding to 15000 in the course of the next 5 years. All Saints has a large footprint, which includes our worship space, church hall and kitchen, coffee lounge, vestry meeting room, and children's room. It also has a large enclosed grass area outside.

The current mission of the church is heavily focused on social justice. On site we host Truro Foodbank, Kernow Credit Union, Acts 435 financial support, AA, Truro Memory Café, Singing for the Brain, Cornwall Children's Clothes Bank, Fairtrade Hub, and Refugee Projects, along with 22 other regular hosted activities many aligned with issue of social justice and pastoral care.

### Hopes and Aims

The role of the SWYM student will be to support the church to encourage new ministries for young people (11-18) that are sustainable once the student leaves. This will involve working with the ministry team to develop a new mission to our community, specifically to young people within the new estate, whilst also engaging with the schools. There will be a new Christian Chaplaincy at Truro College from September 2017 and so it is also expected that the placement student will support this new initiative alongside other ecumenical, and Anglican partners. Part of this placement will be a leadership role for a current Youth provision at St Kea Church.

Our desire is for the wider community to hear about Jesus from their parish church. We realise that young people have a particular yearning for meaning, purpose and understanding in a world that is often frightened or wary of them. We want to establish the church as a familiar and safe place, that encourages young people in their lives, whilst having fun. The role of the SWYM student will be to help establish this new ministry to young people and to help the church sustain this ministry for the long term.

We would also love to connect more young people with worship. Whether this is something that occurs on a Sunday morning or at another time, is yet to be discovered; but the hope is that we can help engage young people with Jesus, and learn how to worship him together. Developing worship on Sunday mornings is something we are currently focused on, it would certainly be desirable (but not expected) if the SWYM student were also a musician.

### Future Plans

All Saints is currently developing plans for a new building. We are 18months in and have recently finalised plans with our architects to redevelop the entire site. The result, once funding has been secured, will be a modern, welcoming church facility costing in the region of £2m. The SWYM student will be joining the church at a very exciting time as we start to see the project move into its next phase. The project is targeted to finish at the end of 2020.

### MAP

We currently have Mission Action Plan that will run to 2019. This includes four areas –

Discipleship, Worship, Community and Mission. Currently in our MAP we have a line under discipleship that states - *We will establish a distinct and special ministry to help encourage and bless our young people and young families in their journey with Jesus.* We would love to hear from the SWYM student as how we might better develop this and help make it possible. The full document can be found here - <http://www.asht.org.uk/our-vision.html>

Main responsibilities:

1. To encourage and develop a new ministry to children and young people within the new Penn an Dre housing estate and existing Malabar estate.
2. To help the church connect young people with Jesus, in and outside of worship.
2. To identify and encourage others within the church that have a desire to work with young people.
3. To support the new chaplaincy at Truro College, and look at developing new connections with Richard Lander Secondary School.
4. To strengthen links with other youth ministries within the city, working alongside ecumenical partners and other Anglican churches. To take a lead in the current youth provision at St Kea Church.

Essential criteria of applicant:

To have a personal faith in the Lord Jesus Christ.  
To have some experience of working within an area of deprivation, or within a community of socio-economic diversity.  
Can work on their own as well as in a team.  
Have good interpersonal skills.  
See this year as a positive opportunity to develop and deepen their faith.  
To bring enthusiasm for youth ministry, and the willingness to excite others in this important work.  
Have a vision for sharing the Good News with young people.

Preferred criteria of applicant:

Musical / creative skills would be valued.

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**5. Draft weekly Timetable**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Morning</b>	Cluster	Planning Meeting	School/ College	School/ college	Preparation	Free	Church
<b>Lunchtime</b>	Study Time	Planning	School/ College	School/ College	Free	Free	Free
<b>Afternoon</b>	Study Time	Study	Possible After School Provision	Possible After School Provision	Preparation	Free	Free
<b>Evening</b>	Off	Bi-monthly Bible study	Free	Free	St Kea Youth Group	Free	Church

**Print Your Name:**        Revd Jeremy Putnam  

**Electronic Signature:**



**Date:** 25/04/17