

# THE CHURCH OFFICE



**JOB DESCRIPTION BUNDLE**

## **Table of Contents:**

Advertisement for Admin Assistant.....	3
Advertisement for Children's Worker.....	7
Advertisement for Church Administrator.....	10
Advertisement for Church Communications Officer....	15
Advertisement For Facilities Manager.....	19
Advertisement for Maintenance Team Member.....	23
Advertisement for Student Worker.....	25
Advertisement for Youth Worker.....	28

# **Advertisement for Admin Assistant**

**Job Title:** Admin Assistant

**Salary:** £[Insert Salary Here]

**Pattern of Working:** Full-time [If You are Willing to Accept Applications for Doing This Job Part-Time or as a Job Share Include That Here]

**Responsible to:** Church Administrator

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**Purpose of Role:** Our church exists to spread the good news of Jesus Christ to our local area and to serve our church family members. In order to do this effectively, we are looking for someone to support our church administrator and the church team with general admin duties. *Please look below for a description of the responsibilities that the role entails.*

**Contract type:** This is a permanent, full-time role.

## **Job specific criteria (essential)**

**[Make a Bullet Point List Here of All Criteria You Require in an admin assistant- any qualifications, number of years work experience, etc.]**

## **Key responsibilities**

### **1. General Office Duties**

- Offer tea and coffee to visitors
- Along with other staff help keep the office, photocopier room and kitchen clean and tidy.
- Answer the church office phone.
- Order kitchen supplies and keep a daily log of the main fridge temperature in the kitchen for health and safety records.
- Respond to general enquiries sent to the church email address.
- Empty the shredder weekly and oil it.
- Make sure the admin desk iPads are charged every week and that all the rotas are correctly stored on them (which requires a good knowledge of Dropbox and iCloud).
- Open the daily post and keep a log of everything that comes in and distribute parcels to whomever they're addressed.
- Keep all stationery stocked up (including stamps, printer toners, etc.)
- Order books and supplies where requested.

- Maintain a record of all account passwords (online and otherwise) such as Amazon, Vimeo, iTunes, Apple ID, etc.
- Have a knowledge of how to use the photocopier (including connecting a PC or laptop for the first time), banner printing and scanning properly (to create neat documents).
- Make sure all first aid kits are kept well-stocked and in date.
- Make sure first aiders are trained and book refresher courses where needed.
- Keep the admin desk in the main hall tidy.
- Check the admin desk every Monday for messages that may have been left on Sunday.
- Before breaking bread, make sure there is a supply of plastic communion cups, wine and Ribena.

## 2. Caring for Church Members and Visitors

- Arrange flowers to be sent to members/friends when requested.
- Burn MP3 of Sunday message to CDs every week and send to several older members of the congregation.
- Maintain a record of Staff birthdays and organise cakes (includes buying cake, finding a suitable time to gather staff to sing and clear-up afterwards).

## 3. Assist in the organisation of outreach events

- Assist the Church Administrator and other staff members with research for events
- Make sure the office calendar boards are kept up to date to include all club dates, emailing anyone who may need to know of any room changes or date changes and replying to church members when they request use of a room.
- Support the Church Administrator organise Visitors Sundays and other events. This includes helping to recruit volunteers when not enough sign up, helping order equipment and food; and phoning volunteers close to the date to remind them of what they're doing.
- Assist organisers of clubs and societies with anything they need. This includes: checking dates and room availability, communicating with the facilities so that the correct rooms are set up on time and responding to incoming emails from people interested in attending any clubs.

- Make various event sign-up sheets using Word and incorporating artwork provided.
- Make any event signs that are requested using photoshop and word.

#### **4. Maintain Church Members database**

- Keep the database up-to-date. Add new members or babies (updating contact information along the way) and remove people who have left or have passed away.
- Keep the rota groups up-to-date.
- Regularly back up the database.
- Provide members of staff with various CSV reports from the database upon request e.g., a list of anyone aged 16-30 in the church or anyone added in the last year.

#### **5. Christmas**

- Work with the church administrator to find a suitable Christmas card and order them
- Handwrite the Christmas cards and make it clear who is who for the pastoral team to sign.
- Once the pastoral team has signed the cards, write out the envelopes for each card.
- Organise and assist the card sorting team. Order Christmas treats for the sorting and ensure the tables are set out and cleared away afterwards.
- Help with decorating the building which includes the main hall and foyer area. Organise a team of decorators if needed.

**\*Add Any Other Responsibilities That Your Church May Require From An Admin Assistant Here e.g. assisting with a specific area of outreach for your church such as food bank or night shelter\***

#### **Contact Point and Interview dates:**

If you have any queries about this role, please get in contact with **[Church Administrator Name Here]** at: **[Email Address/Phone Number Here]**

First sift date: **[Date to Have Gone Through all the Applications and Told Applicants if They Have an Interview By]**

Interview dates: **[Date When Interviews Will Be Held]**

# **Advertisement for Children's Worker**

**Job Title:** Children's Worker

**Salary:** £[Insert Salary Here]

**Pattern of Working:** Part-time [If You are Willing to Accept

**Applications for Doing This Job Full-Time or as a Job Share Include That Here]**

*\*The post holder may be required to work the occasional evening or weekend shift\**

**Responsible to:** Lead Pastor / Elders

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**Purpose of Role:** Our church exists to spread the good news of Jesus Christ to our local area and to serve our church members. We are looking for someone to help us in this by working with the children in the church, supporting them with their walk with Christ and teaching them more about Jesus. They will be working with volunteers and be supported by lead pastors/elders.

*Please look below for a description of the responsibilities that the role entails.*

**Contract type:** This is a permanent, part-time role.

**Job specific criteria (essential)**

**[Make a Bullet Point List Here of All Criteria You Require in a Children's Worker- any qualifications, number of years work experience, etc.]**

We are looking for someone who has:

- Experience of working with young children in a church environment.
- A minimum of 2 years working with children experience.
- Reasonable computer skills
- DBS certified
- Excellent communication and interpersonal skills.
- A commitment to standing as a moral and upstanding representative of the church community.
- An ability to handle stress and problem solve.
- Able to work in a team
- Excellent organisational skills

**Job specific criteria (desirable)**

**[Make a Bullet Point List of Any Criteria That Would be Preferred in a Children's Worker but Is Not Essential]**

**Person specific criteria (Essential)**

For this role, we are looking for someone who supports and holds to the vision and mission of **[Your Church Name Here]**. They will be working with our children aged 0-11 so are required to have a full DBS check and the necessary training relevant to children's work (e.g., safeguarding, first aid training etc.). They will be able to handle the constantly changing demands of this role with effective decision making, discretion and a confidence in managing multiple aspects of the role at the same time. They must be a skilled communicator in a variety of contexts and be able to motivate groups of volunteers in their ministry work.

**Key responsibilities**

1. To build and enhance the current strategy for our work with children
  - To build on and develop teaching and worship programmes which will help our children explore, learn and mature in their Christian faith.
  - Develop a strategy for future children's ministry which contributes to the wider vision for the church
  - Develop appropriate clubs/groups and other opportunities for the children within the church dependent on their needs.
  - Develop clubs for children within the church and outreach for children within the community.
  - Foster good relationships with and amongst the children of the church and their families.
  - Working alongside our Safeguarding Officer to ensure good practice within the children's work, complying to the current safeguarding and health and safety regulations.
  - Provision of a supportive, caring and safe environment for the children.
2. Team Leadership

- Develop, support and manage a team of volunteers to work alongside you in the clubs and help foster relationships with the children.
- Equip the team of volunteers with any necessary training and resources they may require.
- Support and nurture volunteer teams

### 3. Teaching and Resources

- Oversee the running of Sunday children's groups.
- Plan and prepare for the Sunday Children's ministry, collaborating with the Church Administrator on any equipment or resources that may be required for that week.
- Assisting in the production and distribution of publicity material about children's activities to existing and potential members using traditional and social media.

### 4. Wider Church

- To work with volunteers to establish links with other groups who use our building and local schools.
- Facilitate intergenerational engagement between children and the wider Church family.

#### **Contact Point and Interview dates:**

If you have any queries about this role, please get in contact with **[Church Administrator Name Here]** at: **[Email Address/Phone Number Here]**

First shift date: **[Date to Have Gone Through all the Applications and Told Applicants if They Have an Interview By]**

Interview dates: **[Date When Interviews Will Be Held]**

# **Advertisement for Church Administrator**

**Job Title:** Church Administrator

**Salary:** £[Insert Salary Here]

**Pattern of Working:** Full-time [If You are Willing to Accept Applications for Doing This Job Part-Time or as a Job Share Include That Here]

*\*The post holder may be required to work the occasional evening or weekend shift\**

**Responsible to:** Lead Pastor / Elders

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**Purpose of Role:** Our church exists to spread the good news of Jesus Christ to our local area and to serve our church members. We are looking for someone to help us in this by facilitating and overseeing the day-to-day running of the church, managing the church staff and volunteers and supporting the lead pastor or elder to take the church forward.

*Please look below for a description of the responsibilities that the role entails.*

**Contract type:** This is a permanent, full-time role.

**Job specific criteria (essential)**

**[Make a Bullet Point List Here of All Criteria You Require in a Church Administrator- any qualifications, number of years work experience, etc.]**

We are looking for someone who has:

- Experience of running a Business or Charitable Organisation.
- A minimum of 2 years office or administrative experience.
- Strong computer skills (including knowledge of how to use MS Office) and an ability to operate office equipment.
- Excellent communication and interpersonal skills.
- A commitment to standing as a moral and upstanding representative of the church community.
- An ability to handle stress and problem solve.

**Job specific criteria (desirable)**

**[Make a Bullet Point List of Any Criteria That Would be Preferred in a Church Administrator but Is Not Essential]**

**Person specific criteria (Essential)**

For this role, we are looking for someone who supports and holds to the vision and mission of **[Your Church Name Here]**. They will be able to handle the constantly changing demands of the administrator role with discretion, effective decision making and confidence in managing multiple aspects of the role at the same time. They will be a skilled communicator who is not only self-motivated but also good at motivating and encouraging the church staff in their gospel work. The role will require someone who has very good people skills and has the ability to identify, equip and train church members for the work of ministry.

## **Key responsibilities**

1. **Church Office Management and Administration**
  - Build and maintain relationships with the congregation and community.
  - Regularly reviewing, creating and implementing policies and procedures that will make the church office run more effectively.
  - Oversee the church finances. This includes creating budgets, maintaining a petty cash record, overseeing payrolls and tracking and recording income from donations and sales.  
Present the church finances at the annual church meeting.
  - Manage church communications including the church website and social media accounts.
  - Creating and distributing church bulletins and newsletters.
  - Manage the daily operations of the church.
  - Ensure all data stored by the church meets relevant GDPR guidelines.
  - Implement the child protection policy and make sure background checks are carried out on all children's ministry workers.
  - Provide administrative support for all matters relating to communion, communicating to the church, funerals and weddings, baby dedications, bookings, etc.
  - Manage the church diary, ensuring all office calendar boards are kept up-to-date and arranging events, scheduling meetings and appointments where requested.
  - Ensure all key equipment in the church office such as computers and printers comply with the necessary service contracts and maintenance requirements.
  - Maintain office supplies and records.

- Organise the necessary risk assessments for daily church activities.
- Ensure essential fire alarm tests, boiler inspections and lift inspections are carried out as required.
- Support, encourage, develop and manage church office staff to fulfil the administrative requirements of the church by means of supervision and training sessions.
- Recruiting and hiring staff and volunteers and overseeing their work and holiday time schedules.
- Collaborating with the senior pastor and elders regarding ministry administration and the implementation of the mission and vision of our church.

## 2. Provide Administrative Support for Sunday Services

- Ensure the church main hall and children's ministry rooms are all prepared before Sunday.
- Ensure all the necessary resources are ready for the service including: cups for the children, making biscuits and squash easily accessible, printing the registers, and all volunteers are aware that it is their turn to serve.
- Prepare the weekly rotas for children's ministry workers, tea and coffee servers, people to count the offering, people to collect the offering, audio and visual teams, welcome team, set up and set down team, worship team, etc.
- Ensure any notes or sign-up sheets that need to be handed out to church members are printed and ready for collection at the admin desk.
- Manage copyright license and requirements.

## 3. Building Management and Maintenance

- Managing church security operations.
- Oversee the maintenance team to ensure that the church and its grounds are tidy and neat and is safe to open to the public.
- Ensure all equipment for tidying and maintaining the church grounds is provided and serviced as required.
- Ensure that the maintenance staff are supported and trained for the maintenance tasks across the building.

- Regularly meet with the church trustees to discuss general building maintenance requirements and health and safety concerns.
- Act as the main point of contact for insurers and make sure we are meeting the requirements laid out by our insurers.

#### 4. Management of External Lettings or Conferences

- Manage an external letting or conference staff.
- Oversee and support staff to manage external lettings and conference hire of the church building. This includes explaining contracts and conditions of hire to potential hirers, ensuring any bookings do not obstruct the routine usage of the church building by the church family. Take charge of all health and safety risk assessments and contracts.
- Assist with renting church equipment.
- Enforce church policies for facility use.
- Resolve and manage any conflicts with regards to the use of the building.

#### 5. Organising Events

- Coordinating, planning and executing outreach events such as Visitors Sundays with the help of the church staff. This includes organising catering, social media promotion, printing and the distribution of leaflets, any hiring that may need to take place and ensuring all health and safety requirements are met.
- Coordinating, planning and executing church events and Easter and Christmas services. This includes decorating the church building for these events.
- Act as the main point of contact for all enquiries regarding building letting and key events in the church calendar.
- Manage and support volunteers to successfully host church events.

#### **Contact Point and Interview dates:**

If you have any queries about this role, please get in contact with **[Church Administrator Name Here]** at: **[Email Address/Phone Number Here]**

First sift date: **[Date to Have Gone Through all the Applications and Told Applicants if They Have an Interview By]**

Interview dates: **[Date When Interviews Will Be Held]**

# **Advertisement for Church Communications Officer**

**Job Title:** Communications Officer

**Salary:** £[Insert Salary Here]

**Pattern of Working:** 4 day week [If You are Willing to Accept

**Applications for Doing This Job Part-Time or as a Job Share Include That Here]**

*\*The post holder may be required to work the occasional evening or weekend shift\**

**Responsible to:** Lead Pastor / Elders

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**Purpose of Role:** Our church exists to spread the good news of Jesus Christ to our local area and to serve our church members. We are looking for someone to help us in this by facilitating and overseeing the day-to-day running of the church social media accounts, allowing for effective communication between the church ministry and extending outreach into the community.

*Please look below for a description of the responsibilities that the role entails.*

**Contract type:** This is a permanent, full-time role.

**Job specific criteria (essential)**

**[Make a Bullet Point List Here of All Criteria You Require in a Church Administrator- any qualifications, number of years work experience, etc.]**

We are looking for someone who has:

- Experience within media, corporate communications, or related fields
- Strong computer skills (including knowledge of how to use social media platforms, digital marketing methods, content management systems and web analytic tools) and an ability to operate office equipment.
- Excellent communication and interpersonal skills.
- A commitment to standing as a moral and upstanding representative of the church community.
- An ability to handle stress and problem solve.

**Job specific criteria (desirable)**

## **[Make a Bullet Point List of Any Criteria That Would be Preferred in a Church Communications Officer but Is Not Essential]**

### **Person specific criteria (Essential)**

For this role, we are looking for someone who supports and holds to the vision and mission of **[Your Church Name Here]**. They will be able to handle the constantly changing demands of the communications officer role with discretion, effective decision making and confidence in managing multiple aspects of the role at the same time. They will be a skilled communicator who is not only self-motivated but also good at motivating and encouraging their communications team in their gospel work (if applicable). The role will require someone who has very good communication skills and has the ability to convey different messages to different audiences with outreach or day-to-day life of the church.

### **Key responsibilities**

#### **1. Communication Strategy**

- Build and maintain relationships with the congregation and community.
- Manage church communications including the church website and social media accounts.
- Create and share digital content that will enhance church life such as videos for services, notices for the websites, campaigns for festivals (e.g. Christmas and Easter) and media posts for streaming church services.
- Define and deliver internal and external communication strategies under the parameters of the whole church strategies under the parameters of the whole church strategy set by the Senior Leadership team.

#### **2. Website and Accompanying Assets**

- Working with leadership to strategically develop our 'front-door', updating as appropriate and implementing third party services as required.
- Administration and oversight of web assets, domain names, servers, subscriptions, and services.
- Continue to develop the website as our church grows- keeping it relevant and accessible for the church and visitors.

- Creation of graphical assets for both printed and digital mediums.
- Strategic guidance for the increasing use of video as a medium in communicating the vision/mission of the church.
- From direction, through production and editing, utilising skills, and vision to bring a growing array of internally and externally focused video projects to fruition.

### 3. Social Media and Relations

- Take the lead on Social Media campaign research, strategy and implementation, both on current and in the development of the future, communication channels to meet ministry aims and objectives and increase our engagement with our local neighbourhood and the wider world.
- Nurture positive relationships with local and national media.
- Oversee efforts related to securing opportunities for promoting the Christian message across the city.
- Develop policy and procedures related to media relations.

### 4. Team Leadership

- Oversee the development and leadership of a media team made up of both contracted, interned and volunteer creatives and train when necessary.

### 5. Special Projects and Events

- Work in partnership with the senior leadership team, Church Administrator in the development and delivery of Special Projects, from internal or external conferences and events, to outreach events and special events such as Christmas and Easter services.

### **Contact Point and Interview dates:**

If you have any queries about this role, please get in contact with **[Church Administrator Name Here]** at: **[Email Address/Phone Number Here]**

First shift date: **[Date to Have Gone Through all the Applications and Told Applicants if They Have an Interview By]**

Interview dates: **[Date When Interviews Will Be Held]**

# **Advertisement For Facilities Manager**

**Job Title:** Facilities Manager

**Salary:** £[Insert Salary Here]

**Pattern of Working:** Full-time [If You Are Willing To Accept Applications For Doing This Job Part-Time Or As A Job Share Include That Here]

**Responsible to:** Church Administrator

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**Purpose of Role:** Our church exists to spread the good news of Jesus Christ to our local area and to serve our church family members. We are looking for someone to help us in this by ensuring our church grounds and our church building are well maintained and can be opened safely to the public. *Please look below for a description of the responsibilities that the role entails.*

**Contract type:** This is a permanent, full-time role.

**Job specific criteria (essential)**

**[Make A Bullet Point List Here Of All Criteria You Require In A Facilities Manager- any qualifications, number of years work experience, etc.]**

## **Key responsibilities**

1. Organise Church Events

- Set Up and Clear Down

2. Cleaning Responsibilities

**[Make A Bullet Point List Of Rooms In Your Church That Your Facilities Manager Is Responsible For Cleaning]**

**\*Example\***

- Foyers
- Main Hall
- Stairwell
- Children's Ministry Rooms (Upstairs)
- Breaking of Bread- Equipment
- Coffee Machines

3. Oversee the storage areas within the [Your Church Name Here]  
**[Make A Bullet Point List Of Rooms In Your Church That Your Facilities Manager Is Responsible For Cleaning]**

***\*Example\****

- Main Store Room
- Electrical Cupboard
- Office Store Rooms
- Boiler Room

4. Oversee Heating Programme

- Organise Heating for Events
- Organise Hot Water for Events

5. Oversee the General Maintenance of [Your Church Name Here]

- General Painting and Decorating
- Carpet Cleaning
- Maintaining Toilets and Kitchen Facilities
- Replace Light Bulbs
- Maintain Fixtures and Fittings
- Ensure the internal and external windows are cleaned on a regular basis.

6. Oversee the Weekly/ Monthly/ Yearly Fire Regulation Checks

- Complete weekly Fire Alarm Test
- Complete a weekly emergency lighting test
- Check all fire extinguishers
- Complete the Fire Alarm Log book
- Complete an Annual Fire Risk Assessment Report.

7. Oversee Health and Safety Regulations

- Complete a risk assessment for the following on-going activities:
  - Sunday Morning Meetings
  - Children's Ministry Classes
  - Mothers and Toddlers Clubs
  - Other Societies

8. Lead and Co-ordinate the Church Project Teams

- Church Maintenance Team
- Garden Team
- Clear Up Teams

9. Oversee the ordering of church supplies

- Oversee and Order Cleaning Supplies
- Oversee and Order General Sunday Morning Supplies
- Oversee the ordering of supplies for church events

10. Maintain the Grounds and Car Park around [Your Church Name Here]

- Ensure the car park and church grounds are tidy and free from any hazards or danger
- Maintain the flower Beds
- Maintain Grass Areas
- Maintain and cut back tree and hedges
- Plan and ensure the car park lines are visible.
- Ensure all walkways to the building are safe during wintertime.
- Weekly Littler Pick (And before an event)

11. Oversee the Recycling throughout [Your Church Name Here]

- Liaise with Waste Savers to ensure our contract is maintained
- Ensure that the recycling is ready for the weekly scheduled pick-ups.

12. General

- Oversee and organise the set up / take down of the Baptismal pool.
- Attend an Admin Team Meeting every week.
- Regularly check e-mail and liaise with the Church Administrator.

**Contact Point and Interview dates:**

If you have any queries about this role, please get in contact with **[Church Administrator Name Here]** at: **[Email Address/Phone Number Here]**

First sift date: **[Date To Have Gone Through All the Applications And Told Applicants If They Have An Interview By]**

Interview dates: **[Date When Interviews Will Be Held]**

# **Advertisement for Maintenance Team Member**

**Job Title:** Maintenance Team Member

**Salary:** £[Insert Salary Here]

**Pattern of Working:** Full-time [If You are Willing to Accept Applications for Doing This Job Part-Time or as a Job Share Include That Here]

**Responsible to:** Facilities Manager

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**Purpose of Role:** Our church exists to spread the good news of Jesus Christ to our local area and to serve our church family members. We are looking for someone to join our church maintenance team to help us ensure our church grounds and our church building are well maintained and can be opened safely to the public. *Please look below for a description of the responsibilities that the role entails.*

**Contract type:** This is a permanent, full-time role.

**Job specific criteria (essential)**

**[Make a Bullet Point List Here of All Criteria You Require in a Facilities Manager- any qualifications, number of years work experience, etc.]**

## **Key responsibilities**

1. **Assist in the General Maintenance of [Name of Your Church Here]** which includes:

- General Painting and Decorating
- Carpet Cleaning
- Replacing Light Bulbs
- Maintaining Fixtures and Fittings
- Cleaning internal and external windows on a regular basis
- Completing the relevant Maintenance Schedules every week

2. **Cleaning Responsibilities**

**[Make A Bullet Point List of Rooms in Your Church That Your Maintenance Team is Responsible for Cleaning]**

**\*Example\***

- Coffee Machines
- Main Hall
- Stairwell

- Children's Ministry Rooms
- Breaking of Bread- Equipment

3. Assist in the maintenance of church grounds and carpark

- Ensure the car park and church grounds are tidy and free from any hazards or danger
- Maintain the flower beds
- Maintain grass areas
- Maintain and cut back tree and hedges
- Ensure all walkways to the building are safe during wintertime
- Litter picking on a weekly basis including days where there is an event

4. Assist in tidying the church storage areas

5. Assist in the set-up and clear down of rooms for events

6. Assist in the management and ordering of church supplies

- Tea and coffee supplies
- General Sunday morning supplies
- Supplies for large church events

7. Work as part of the maintenance team

- Support other team members in completing joint tasks
- Be willing to cover other tasks in absence or holidays
- Be willing to work unsocial hours on occasions to cover the needs of the church

**Contact Point and Interview dates:**

If you have any queries about this role, please get in contact with **[Church Administrator Name Here]** at: **[Email Address/Phone Number Here]**

First sift date: **[Date to Have Gone Through all the Applications and Told Applicants if They Have an Interview By]**

Interview dates: **[Date When Interviews Will Be Held]**

# **Advertisement for Student Worker**

**Job Title:** Student Worker

**Salary:** £[Insert Salary Here]

**Pattern of Working:** Full-time [If You are Willing to Accept Applications for Doing This Job Part-Time or as a Job Share Include That Here]

*\*The post holder may be required to work the occasional evening or weekend shift\**

**Responsible to:** Lead Pastor / Elders

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**Purpose of Role:** Our church exists to spread the good news of Jesus Christ to our local area and to serve our church members. We are looking for someone to help us in this by working with young adults in the church, supporting them with their walk with Christ and navigating life as a young adult in an ever-changing world. They will be working with volunteers and be supported by lead pastors/elders.

*Please look below for a description of the responsibilities that the role entails.*

**Contract type:** This is a permanent, full-time role.

**Job specific criteria (essential)**

**[Make a Bullet Point List Here of All Criteria You Require in a Student Worker- any qualifications, number of years work experience, etc.]**

We are looking for someone who has:

- Experience of working with young adults in a church environment.
- A minimum of 2 years working with young people or in a church setting.
- Reasonable computer skills
- Excellent communication and interpersonal skills.
- A commitment to standing as a moral and upstanding representative of the church community.
- An ability to handle stress and problem solve.
- Able to work in a team
- Excellent organisational skills

### **Job specific criteria (desirable)**

**/Make a Bullet Point List of Any Criteria That Would be Preferred in a Student Worker but Is Not Essential/**

### **Person specific criteria (Essential)**

For this role, we are looking for someone who supports and holds to the vision and mission of **[Your Church Name Here]**. They will be working with our young people aged 18-25 which encompasses university students, young professionals, nearly-married and married couples. They will be able to handle the constantly changing demands of this role with effective decision making, discretion and a confidence in managing multiple aspects of the role at the same time. They must be a skilled communicator in a variety of contexts and be able to motivate groups of volunteers in their ministry work.

### **Key responsibilities**

1. **To build and enhance the current strategy for our work with young adults**
  - To build on and develop teaching and social programmes which will help our young people explore and mature in their Christian faith.
  - Develop a strategy for future student ministry which contributes to the wider vision for the church
  - Develop appropriate opportunities, events and groups for the young adults, dependent on their needs.
  - Develop groups for young adults within the church and outreach for young adults within the community.
  - Motivate and empower young adults in outreach to their peers
  - Attend and support outreach events in the local community.
  
2. **Team Leadership**
  - Develop, support and manage a team of volunteers to work alongside you in the ministry and with building relationships with new comers.
  - Support and nurture volunteer teams

### **3. Teaching and Resources**

- Assisting in the production and distribution of publicity material about student activities to existing and potential members using traditional and social media.
- Develop resources to help equip young people with their walk with Jesus/learn more about Jesus

### **4. Wider Church**

- Foster good relationships with and amongst the young adults of the church and help pastor them.
- Encourage them to take up serving opportunities within the church and the community as a means of service to the Lord and integrating into church life.
- Facilitate intergenerational engagements for students and the wider church family.

#### **Contact Point and Interview dates:**

If you have any queries about this role, please get in contact with **[Church Administrator Name Here]** at: **[Email Address/Phone Number Here]**

First shift date: **[Date to Have Gone Through all the Applications and Told Applicants if They Have an Interview By]**

Interview dates: **[Date When Interviews Will Be Held]**

# **Advertisement for Youth Worker**

**Job Title:** Youth Worker

**Salary:** £[Insert Salary Here]

**Pattern of Working:** Part-time [If You are Willing to Accept

**Applications for Doing This Job Full-Time or as a Job Share Include That Here]**

*\*The post holder may be required to work the occasional evening or weekend shift\**

**Responsible to:** Lead Pastor / Elders

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**Purpose of Role:** Our church exists to spread the good news of Jesus Christ to our local area and to serve our church members. We are looking for someone to help us in this by working with the young people in the church, supporting them with their walk with Christ and navigating life as a young person in an ever-changing world. They will be working with volunteers and be supported by lead pastors/elders.

*Please look below for a description of the responsibilities that the role entails.*

**Contract type:** This is a permanent, part-time role.

**Job specific criteria (essential)**

**[Make a Bullet Point List Here of All Criteria You Require in a Youth Worker- any qualifications, number of years work experience, etc.]**

We are looking for someone who has:

- Experience of working with young people in a church environment.
- A minimum of 2 years working with children or young people.
- Reasonable computer skills
- DBS certified
- Excellent communication and interpersonal skills.
- A commitment to standing as a moral and upstanding representative of the church community.
- An ability to handle stress and problem solve.
- Able to work in a team
- Excellent organisational skills

**Job specific criteria (desirable)**

## **[Make a Bullet Point List of Any Criteria That Would be Preferred in a Youth Worker but Is Not Essential]**

### **Person specific criteria (Essential)**

For this role, we are looking for someone who supports and holds to the vision and mission of **[Your Church Name Here]**. They will be working with our young people aged 11-18 so are required to have a full DBS check and the necessary training relevant to youth work (e.g., safeguarding, first aid training etc.). They will be able to handle the constantly changing demands of this role with effective decision making, discretion and a confidence in managing multiple aspects of the role at the same time. They must be a skilled communicator in a variety of contexts and be able to motivate groups of volunteers in their ministry work.

### **Key responsibilities**

6. 6. To build and enhance the current strategy for our work with young people
  - To build on and develop teaching and worship programmes which will help our young people explore and mature in their Christian faith.
  - Develop a strategy for future youth ministry which contributes to the wider vision for the church
  - Develop appropriate clubs/groups and other opportunities for the youth within the church dependent on their needs.
  - Develop clubs for young people within the church and outreach for young people within the community.
  - Motivate and empower young people in outreach to their peers
  - Working alongside our Safeguarding Officer to ensure good practice within the youth work, complying to the current safeguarding and health and safety regulations.
  - Provision of a supportive, caring and safe environment for the youth.
  
7. 7. Team Leadership
  - Develop, support and manage a team of volunteers to work alongside you in the clubs and help foster relationships with the youth.
  - Support and nurture volunteer teams

## **8. Teaching and Resources**

- Assisting in the production and distribution of publicity material about youth activities to existing and potential members using traditional and social media.
- Develop resources to help equip young people with their walk with Jesus/learn more about Jesus and parents with resources to help encourage their children.

## **9. Wider Church**

- Foster good relationships with and amongst the young people of the church and help pastor them.
- Encourage the youth to take up serving opportunities within the church and the community as a means of service to the Lord, training for future careers and potential experience gained whilst also integrating into church life.
- Facilitate intergenerational engagement between young people and the wider church family.

### **Contact Point and Interview dates:**

If you have any queries about this role, please get in contact with **[Church Administrator Name Here]** at: **[Email Address/Phone Number Here]**

First shift date: **[Date to Have Gone Through all the Applications and Told Applicants if They Have an Interview By]**

Interview dates: **[Date When Interviews Will Be Held]**