



The Wickbourne Centre, Clun Road, Littlehampton, West Sussex, BN17 7DZ
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Job Advertisement:



Youth Worker in Charge, Arun Youth Projects

Do you have a passion for supporting young people? Are you friendly, approachable and can lead a small team? Could you be our new Youth Worker?

Arun Church is looking for a Youth Worker in Charge to support the youth work team in running activities at **Arun Youth Projects**, our community youth service in the Littlehampton area. You will be a positive, hard-working individual, experienced in work with young people and leading teams of staff and volunteers.

Our Youth Clubs are open throughout the week in multiple locations. We also have a drop-in shop (AYP Connect), regular detached work, and targeted support such as mentoring with individual young people.

- £14.47 per hour, £15,801 pro rata per annum.
- 21 hours per week (3 days).
- Hours – To Be Agreed, but will include at least one evening per week with occasional weekends.
- Fixed-Term contract until 31st March 2028, with extension based on funding confirmation.

Appointment to the post will be subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check.

Facebook/Instagram: @arunyouthprojects

Apply Online at www.arunchurch.com/jobs

About Us:

Arun Church is a vibrant organisation that is passionate about serving God and changing our community for the better. We run many initiatives including CAP Debt Help, Arun Youth Projects, Playcentres, Refresh coffee shop and social activities in addition to our Sunday services. Our offices are at the Wickbourne Centre which is owned by the Church. We also run Playcentre Rustington Pre-School at 102-104 The Street, Rustington. We meet on Sundays at The Littlehampton Academy.

Arun Youth Projects (AYP) is the community youth work of Arun Church, committed to supporting young people across our local area. AYP is not a faith-based service and is open to all. At AYP, we're all about building genuine relationships, creating spaces where young people feel safe, seen, and supported, and working alongside them to help them grow, belong and thrive.

Our work is deeply rooted in the local community. We partner closely with town, parish, and district councils, local schools and education providers, as well as professionals across Children's Services, Youth Justice, and wider support networks. Whether it's delivering mentoring, leading a youth session, chatting with a young person on the sidelines, or supporting behind the scenes – every member of the team plays a vital role in making a difference.

Our Vision, Mission and Values:

Our vision is to see the good news of Jesus change lives, communities, and the world. Our mission is **bringing life to everyone, everywhere, everyday**. We want to empower our church and our employees to bring life wherever they go. That will look different in each context, but is typically about being a source of joy, energy, and compassion to others.

We understand that not all employees will share our faith or the motivation behind what we do, however we do expect all staff to agree with our aim of making a difference to the people and community around us, and to respect our method of doing so.

The following values describe who we are and who we want to become as an organisation. They guide us in our day-to-day conduct, our decision-making, and in our hiring:

- **God First:** we take our cue from the life of Jesus outlined in the Bible, and our actions are informed by His example. We ask employees that do not have a Christian faith to work in a way consistent with the teachings of Jesus such as showing compassion, serving others and being non-judgmental.
- **Passionate:** we are motivated by excellence and a desire to make a difference
- **Brave:** we are not afraid to take risks or to fail, but we always try
- **Generous:** we freely give our resources to enable others
- **Together:** we support and value each other, celebrating teamwork and championing individuals

Job Description: Youth Worker in Charge

Role Purpose:

The Youth Worker will be responsible for running open-access youth clubs or drop-in sessions each week. You will also provide one-to-one mentoring and targeted support for young people referred to Arun Youth Projects who are vulnerable to, or impacted by, exploitation.

Key tasks:

1. Youth Club and Drop-In Sessions

- a. Manage and lead weekly youth clubs and/or drop-in sessions (3.5 hours per week), including preparing resources, ensuring a safe environment, and supervising young people and staff.
- b. Contribute to group-based youth sessions, activities, and wider youth engagement work where appropriate.

2. Mentoring

- a. Provide 1 to 1 mentoring for young people each week, building trusted support and consistent contact.
- b. Work with the Youth Service Manager to assess each referral, ensuring a good understanding of the young person's situation and whether AYP is the most appropriate support.
- c. Liaise with a wider professional network (e.g. social care, schools, police) to coordinate, support and share relevant safeguarding information.
- d. Help young people understand exploitation, risk, grooming, and harmful relationships through the mentoring sessions.
- e. Support young people to build their identity, resilience, and personal safety networks.

3. Other duties

- a. Support the Youth Service Manager in reporting to funders, ensuring monitoring data, case notes, and outcomes are recorded accurately and submitted on time.
- b. Represent AYP at relevant meetings and support the ongoing development of our exploitation and mentoring response.
- c. Build partnerships with key services such as schools, providing support, mentoring, promotion and other services with partners.
- d. Work within the church's Safeguarding policy, reporting any concerns to the Designated Safeguarding Lead immediately.
- e. To attend weekly staff meetings and monthly line management supervision, and to undertake training as required.
- f. To monitor budgets, following all relevant financial control procedures and assist with purchasing and expense requests.
- g. To compile reports and updates on your areas of responsibility as required.
- h. To carry out other such duties as may be required from time to time.

Other information

Hours:	21 hours per week
Work Pattern:	To be agreed. Will include at least one evening per week with occasional weekends.
Work Base:	The Wickbourne Centre, Littlehampton, West Sussex, BN17 7DZ
Reports to:	Head of Kids & Youth
Contract:	Fixed-Term contract until 31 st March 2028, with extension based on funding confirmation.
Salary Range:	£15,801 pro rata per annum.
Pension:	Employer contributions start at 5% of salary.
Annual Leave:	25 days per annum pro rata, plus bank holidays.
Probation Period:	3 months
DBS:	Appointment to this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.
Company Employment:	Arun Church have several different companies under the church umbrella. Employment for this role is through Arun Community Church a registered charity (1105394) and Limited Company (5183641).

What We Offer:

- A supportive team environment committed to your growth and wellbeing.
- Regular line management supervision to support your role and personal development.
- A generous holiday allowance.
- 50% discount on childcare costs at our Playcentre pre-school settings.
- 20% discount at Refresh Coffee Shop.
- An Employee Assistance Programme (EAP) providing support on a range of issues including legal, financial, emotional, health issues and work-related concerns.

Person Specification

The following person specification lists the criteria we are looking for in candidates.

Essential:

- Proven experience supporting vulnerable or at-risk young people, either in a paid or voluntary capacity.
- Ability to build trusting professional relationships with young people, while maintaining appropriate boundaries.
- A compassionate and resilient approach, with the ability to remain calm and solution-focused in challenging situations.
- A clear understanding of safeguarding principles and professional boundaries.
- Ability to work both independently and collaboratively as part of a wider team.
- Experience of using digital tools and systems for monitoring, safeguarding, and reporting purposes (e.g. spreadsheets, CRMs, online forms).
- Ability to manage and prioritise a varied caseload.

Desirable:

- A recognised Level 3 qualification or higher in Youth Work, Social Care, Education, or a related field.
- Previous experience working in a youth work setting, including mentoring or drop-in youth provision.
- Knowledge of child exploitation and grooming, particularly within the context of contextual safeguarding.
- Familiarity with trauma-informed practice and multi-agency working, including working alongside schools, social care, and the police.
- Excellent written and verbal communication skills, including the ability to accurately record case notes and provide updates to funders and external partners.
- Strong interpersonal and active listening skills, with the ability to relate to and engage young people from a range of backgrounds.
- A proactive, reflective practitioner with a willingness to develop and adapt to young people's needs and sector best practice.

Inclusion and safeguarding

As a church we are committed to serving and respecting all people regardless of their gender, marital status, race, ethnic origin, religion, age, sexual orientation, or physical and mental capability. We recognise that people hold different values and beliefs to our own and we acknowledge the freedom of people to hold and to express these respectfully and freely within the limits of the UK law. We will never impose our Christian faith on others but allow spaces to explore belief and values in a respectful environment. We form partnerships with other churches, voluntary groups, statutory agencies, and local government where appropriate to provide the best service for our community.

Arun Church recognise our responsibility for safeguarding and that everyone has a right to be safe from harm. Everyone in our care will be valued and respected, and their needs put first. We will challenge stereotypes and assumptions while recognising that some people are vulnerable and may require additional support. We recognise that creating a culture of safeguarding is everyone's responsibility and applies to all staff, trustees and volunteers

working across the whole organisation. Our safeguarding policy is available to everyone at arunchurch.com/safeguarding.