



## **BRIGHTON DEANERY**

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- Job Title:** Children and Young People's Coordinator (1.0 fte)
- Department:** Anglican Deanery of Brighton
- Responsible to:** The Rural Dean of Brighton
- Employed via:** Service Level Agreement with Family Support Work (FSW)

### **Main purpose of the role:**

The main purpose of this strategic post is to coordinate the delivery, expansion and development of children and young people's programming in the parishes of the Deanery of Brighton within the Anglican Diocese of Chichester by developing a Children and Young People's Work Strategy. The Children and Young People's Coordinator will support existing programmes and volunteers and strategically expand children and young people's provision in both church and community contexts. The post holder will work with other community organisations, to ensure that the children and young people's provision is integrated into the wider community provision for young people from the local area. Within the 3 year timescale of this post the post holder will be expected to have established at least three new sustainable children/young people's projects.

### **Principal duties**

The post-holder will:

- Coordinate, shape, support, develop and help to deliver the existing children and young people's programmes within both local parishes and the community; initially working with the individual audits carried out by the Diocesan Youth Officer(2015).
- Strategically develop new children and young people's programmes within individual parishes and across the Deanery which address local needs and trends in children's and youth culture in the area. Raise the profile of children and youth work among the church congregations/groups and wider parish. Instill a sense of vision and vocation for children and young people so they might fully participate in the ongoing life and worship of the church.
- Distinguish projects 'for the common good' and those for 'evangelism', to determine when there is a crossover and develop a strategy in line with that of the Diocese for implementation of such projects in the Deanery for children and young people
- Work alongside volunteers growing and developing the team (and offering training programmes based on the surveyed demand) in their ministry and Christian faith to enable them to engage with Children and young people about what is important to them and their needs and to enable them to begin/ continue/transition into a lifetime of discipleship.

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- Provide holistic support for paid and volunteer children and youth workers within the Deanery signposting and working in partnership with other agencies (schools, City Council, Children's and Youth Services, charities and other parishes) and departments as necessary. Reach out beyond the current children's work into the wider community.
- Help parishes develop existing volunteers and young people into leadership roles and to recruit and to support the recruitment and training of new volunteers/trendsetters. To enable these volunteers/trendsetters to disciple young people and encouraging them in their spiritual walk and to deepen their faith.
- Help parishes involve and connect with local young people and families who are not already engaged with church membership. To assist parishes to continue good developing good communication and marketing skills between parishes and the local community.
- Liaise with other agencies and other community organisations to ensure that children and youth provision is linked up with existing community resources (for children/ youth and families) and to link in with Diocesan children's and youth work initiatives.
- Represent the Deanery at local community forums and network with local agencies with whom the Deanery wish to engage.
- Engage in monitoring and evaluation as directed by the post holder's manager. To keep full records of work and meetings carried out and outcomes and to maintain relevant accounts as appropriate to the post.
- Engage in supervision meetings with line manager at regular intervals (as agreed with the line manager) to set targets and to report on outcomes.
- The post holder will sometimes be required to work unsocial hours including some residential weekends and the possibility of 2-3 evenings per week. Be able to be flexible and adaptable when working with different volunteers from a range of churchmanships and Deanery representatives.
- Ensure that child protection legislation and inclusion (irrespective of culture, ethnicity, special needs or sexual orientation) are followed and due regard is paid to Health & Safety Regulations.
- Report to Deanery Synod by presentation and written format as agreed with line manager as to the progress of the aims identified.

### **General duties:**

- To support the ethos, aims and objectives of Christianity, the Church of England and the diocese
- To keep up to date with developments in their area of work
- To participate in performance management and appraisal
- To engage in training and continuous professional development activities

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- To carry out such other duties of a similar or related nature as may be required
- The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- The post holder will comply with all standards, policies and procedures set by Anglican Deanery of Brighton and FSW including, but not limited to, those governing child protection, health and safety, data protection and confidentiality and equal opportunities.
- The post is offered for a three-year fixed term.

### **Person Specification; Essential Criteria:**

#### **Education:**

A relevant degree and possibly a post graduate qualification

#### **Experience:**

- The ability to demonstrate six years' experience in children's/youth work at community level including at least three years paid experience working strategically with children's/youth work partners.
- Proven experience of working with groups of volunteers and staff workers.
- Proven experience of initiating and running training programmes.
- Proven knowledge and experience of marketing and publicity appropriate to the post.
- Proven knowledge and experience of keeping a record of accounts as appropriate to the post.

#### **Specific Skills:**

- Ability to work as part of a team, and use his/her own initiative and show leadership, in a changing environment where sound judgment is required. Be able to mentor, empower and encourage children's work volunteers.
- Evidence of ability to strategically plan, develop and offer training programmes with regard to children's and youth work.
- An understanding of how to transition young people from one age appropriate activity to another.
- Ability to demonstrate a clear understanding of the link between community children's/youth work and church based children's and youth work, particularly in vulnerable communities. To help churches reach out beyond their current parish to the wider community.
- The ability to demonstrate both experience and understanding of working in partnerships with other agencies.

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- Have excellent interpersonal and communication skills, including written, verbal and IT skills (word, PowerPoint, excel, social media). This person must listen well and communicate effectively with people of all ages and have ability in and experience of collaborative planning and implementing programmes. The person must be able to work well with others, delegate responsibility and to follow up “getting the job done.”
- To adhere to the tenets of the Church of England and play an active role in the worshipping life of the church.
- A working and up to date knowledge of child protection legislation, have appropriate level of DBS clearance and a sensitivity to recent events within the Diocese relating to children and young people.
- A proven ability to understand, promote and respect equality, inclusion, ethnicity, culture, special needs and sexual orientation.

### **Personal Qualities:**

- Have energy and enthusiasm to motivate a team of leaders in their roles.
- To be passionate about their faith and to enable others to support and then develop children and young people to encounter the risen Christ.
- To instil a sense of vision and vocation to children’s and young people’s volunteers so that they might be able to fully transition young people into the ongoing life and worship of the church.
- Be an enabler and be able to demonstrate team building and be able to recognise and develop the gifts of others, including young people.
- To demonstrate that they are open to the ideas and thoughts of others.
- The ability to build good relationships throughout the parishes and Deanery and to earn trust and respect across Brighton.

### **Circumstances:**

This role is subject to enhanced DBS clearance.

Evidence of willingness to work unsocial hours as required.

There is a genuine occupational requirement that the successful post holder is a Christian.