

<b>JOB TITLE:</b>	Children & Young People Mission & Ministry Adviser (10-18yrs specialist)
<b>LOCATION:</b>	Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL
<b>GRADE:</b>	Grade 6
<b>LINE MANAGER:</b>	Lead Adviser for Children & Young People's Mission & Ministry

### **PURPOSE OF JOB**

Contribute to the Diocesan vision 'Called Together' by developing and delivering an effective way of working with children & young people across the diocese.

Advise on all aspects of Children's Mission & Ministry and be an advocate for children and young people across the wider Diocese when required.

### **PRINCIPAL ACCOUNTABILITIES**

1. Work collaboratively with the Children & Young People Mission & Ministry Adviser (0 -11yrs specialist) and the Diocesan Schools Engagement Adviser to provide professional support and development for those called to work/volunteer with Children & Young People and to promote the participation of Children & Young People as active participants in the Christian Faith.
2. Assist churches to enable and promote dynamic spiritual encounters for children and young people within the church, in collaboration with the CYPF Resource Hubs & leaders, and other Diocesan Advisers.
3. Offer expertise to churches, parishes and deaneries in encouraging, resourcing and enabling Children & Young People to develop a distinctively Christian approach to God's world and their own lives.
4. Create strategic partnerships across the Diocese to enhance provision and to drive forward the discipling & active participation of Children & Young People.
5. Facilitate the sharing of good practice in working with Children & Young People between parishes, deaneries and archdeaconries. Provide relevant resources, potentially including toolkits, conferences, learning and development opportunities, access to existing resources from others through the Enhanced Learning Pathway (Catalyst) Network and the Diocesan CYPF Resource Hubs and

foster a practice of spirituality creating a step-by-step change in CYPF Mission & Ministry across the Diocese.

6. Provide a periodic overview of Children & Young People Mission & Ministry to the Lead Children & Young People Mission & Ministry Adviser and work closely with other Mission & Ministry Development Team members to ensure consistency across the Diocese.
7. Promote & assist in the delivery of the CYPF Enhanced Learning Pathway by providing support and training opportunities for Children, Youth & Family Ministers, Clergy, LLM's and Volunteers across the Diocese.
8. Support and co-facilitate the co-ordination of Diocesan wide events for Children and Young People specialising in the 10-10yrs, including Diocesan Youth Council.
9. Maintain a relationship with the Archdeacons in their oversight of Mission and Ministry in the Archdeaconry.
10. Provide support for Children, Youth, and Family ministers and volunteers through modelling of good relationships including pastoral care and safeguarding.
11. Encourage and facilitate collaboration between parishes and clusters where appropriate.
12. Develop working partnerships with external service providers if appropriate.
13. Represent and participate in the membership of National Networks, such as Diocesan CYPF Advisers & Growing Faith Foundation Networks where relevant.
14. Undertake professional development to support and enhance the service delivery as agreed by the Lead Children & Young People Mission & Ministry Adviser.
15. Request & report to the Lead Children & Young People Mission & Ministry Adviser for monies spent from the Children & Young People budget.
16. Use the appropriate database to record notes of visit to parishes, deaneries and clusters.
17. Attend all relevant committee and team meetings as appropriate.
18. Carry out other reasonable tasks assigned by the Director of Mission & Ministry and the Lead Children & Young People Mission & Ministry Adviser.

## **SKILLS & EXPERIENCE**

- A Communicant member of the Church of England
- Relevant professional qualification or equivalent experience

- Experience of working with young children and/or youth work
- Experience of training and advisory work with adults
- Able to work as part of a team
- Manage and prioritise workload to meet deadlines
- Experience in Co-ordinating events
- Communicate effectively with a varied audience including children and youth workers
- Collaborative worker with the ability to establish and maintain good working relationships
- Strong self-awareness and awareness of impact on others
- Flexible and creative approach to work in order to achieve objectives
- Demonstrates ability to engage with groups to enable creativity, innovation and shared learning
- Adaptable with an innovative approach to problem solving and identifying opportunities
- Understanding of Diversity, Culture, and church tradition within the Diocese and communities with the ability to nurture it and enable it to thrive
- Excellent organisational skills and strong administration skills
- The role will require the post holder to travel throughout the diocese, often in the evening and at weekends.
- The role will require the post holder to have an enhanced DBS check.

The post holder will, at times, be the public face of the Diocese, it is considered that there is a Occupational Requirement (OR) for the postholder to be a communicant member of the Church of England, or of a Church in communion therewith or of a member Church of the Council of Churches for Britain and Ireland or of Churches Together in England, or of a member Church of the Evangelical Alliance

The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their manager or safeguarding officer

## COMPETENCIES

**Achievement Drive** – A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve. It includes staying focused on goals over an extended period of time.

**Relationships** – The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain relationships in a mutually beneficial way. Recognise one's own feelings and those of others and manage emotions effectively.

**Persuasiveness** – The ability to convince others of a view, conclusion, position etc. Communicating in an impactful way, tailored to one's audience.

Problem Solving – The ability to investigate and breakdown a problem or situation into its component parts, identifying implications and the key underlying issues and establish possible solutions.

Independence – A demonstrated belief in one's capability to select an appropriate approach to a situation. It includes confidence in one's judgement or opinion and showing resilience in adversity. Know when to seek the support and advice of others.

Adaptability – The ability to adapt one's behavioural style or method of approach where necessary to achieve a goal. Responds to change with a positive attitude and demonstrates a willingness to learn new ways to accomplish objectives.

Teamworking – The willingness and ability to work co-operatively and collaboratively with others toward a shared goal, contributing actively to the team. Builds positive relationships and a sense of pride within the team.

May 2019