

JOB DESCRIPTION

Engagement Coordinator – Children and Youth

Job Title:	Engagement Coordinator – Children and Youth
Location:	Coventry Central Hall
Responsible to:	The Lay Employee will be employed by the Coventry Central Hall Church Council and will be under the supervision of the Presbyterian in pastoral charge of Coventry Central Hall (currently Stephen Willey).

Purpose and Objectives:

To plan and provide a church children's and youth programme on Sunday mornings and at other times during the week

To train and recruit volunteers for efficient implementation of the programmes

To enable children and young people to be fully participating members of the church community

To develop the young peoples' participation in all aspects of the Methodist Way of Life.

To provide innovative ideas about engagement

Main Responsibilities:

Your work will involve

- helping young people to explore the Christian faith in creative and dynamic ways involving, for example, bible study, spiritual understanding and growth and evangelism
- provide mentoring to young people, helping them realise their individual goals
- developing effective and safe communications and responding to identified needs
- recruiting, motivating and training volunteers following Safer Recruitment practice including offering young people training on how to be faith-filled leaders and set up programs to facilitate spiritual growth
- coordinating with parents of youth group members regarding their children's involvement and participation in the church.
- participating and contributing to staff and church meetings including at a Circuit and District level where appropriate
- planning and preparation time (as agreed with the line manager)
- undertaking any other related duties, identified or agreed by the line manager as are within your capabilities and level of responsibility, in order to meet the needs of this work with children and young people

JOB DESCRIPTION – ENGAGEMENT COORDINATOR – CHILDREN AND YOUTH

Terms and conditions:

Terms of appointment:	Fixed Term until [Three years]
Remuneration:	The salary will be £15 per hour.
Hours of work	16 hours per week including Sundays
Expenses	All reasonable expenses will be reimbursed. These will need to be agreed with the line manager first.
Holiday entitlement	28 days statutory annual leave entitlement per year pro-rata (to include 5 Sundays)
Criminal record clearance	Appointment will be subject to a satisfactory DBS
References	Appointment will be subject to satisfactory references
Probationary period	Appointment will be subject to the satisfactory completion of up to three-month probationary period.
Right to work	The person must have the right to work in the UK

Qualifications and Skills – see person spec

Management

- The Presbyter of the church will provide line management on behalf of the Church Council, with additional support and encouragement offered by the Youth Pastor.
- The line manager will monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place at least monthly during the probationary period and quarterly thereafter).