
POSITION:	Administrator for Youth & Children's Ministries
PURPOSE OF ROLE:	To support the Leaders of Youth and Children & Families' Ministry with the administration and day to day running of these areas of ministry
ACCOUNTABLE TO:	Leader of Youth Ministry, Leader of Children & Families' Ministry
EMPLOYER:	Ashtead PCC
SUPERVISORY RESPONSIBILITY:	Volunteers as required
SUPPORT:	Ministry leaders Parish office staff Finance staff Reception staff Communications Ad ministrator
RELATIONSHIPS:	Rector; staff team; PCC; volunteer leaders; young people and their parents/carers; parish DBS validators; parish safeguarding officer; network of local youth leaders; Diocesan Children's and Families Advisor; local schools and groups
MAIN AREA OF RESPONSIBILITY:	To be an effective administrator for the youth and children's ministry

SPECIFIC DUTIES:

1. Administration
 - 1.1 To support the leaders of these ministry areas with general administrative duties
 - 1.2 Comply with parish/Diocesan safeguarding policy at all times. Attend training and to keep up to date with safeguarding policies and procedures.
 - 1.3 To organise the keeping of accurate records of DBS checks and safeguarding training, liaising with parish safeguarding officer and DBS validators
 - 1.4 To organise and maintain volunteer rotas for children's groups; pre-school groups; youth activities; safeguarding at The Six; assemblies; special events
 - 1.5 To prepare registers as required and file appropriately
 - 1.6 To prepare resources for groups and meetings e.g. printing material, craft resources and to upload resources to the parish website as needed

- 1.7 To support regular communication with young people, parents/carers, leaders and others through paper, email and social media, as appropriate and in accordance with the parish communication and social media policies
- 1.8 To order, organise and maintain resources for these areas of ministry
- 1.9 To keep accurate budgetary records and liaise with the Finance Leader
- 1.10 To support with the planning and preparation of events e.g. making bookings, placing orders, producing publicity material (liaising with Communications Administrator if necessary), drafting consent forms, keeping records of attendance, preparing risk assessments etc..
- 1.11 To support with the planning and preparation of residential trips e.g. Soul Survivor (or similar), Pathfinder weekend away e.g. preparing consent forms, keeping records of forms and payment received, making bookings, etc.

2. Leadership and Management

- 2.1 To meet with the Leaders of Youth and C&F ministry for regular one-to-one meetings for accountability and support
- 2.2 To work with those who serve in this area of ministry to help them fulfill their potential in the life and ministry of the church
- 2.3 To participate in the church's appraisal and development programme
- 2.4 To be an appropriate role model

WORKING CONDITIONS: 15-18 hours per week
Based in the Youth and Children's' office in St. George's church

SALARY & BENEFITS: As Church Scales, pro-rated

HOLIDAYS: As Church Scales, pro-rated

CONTRACT: Permanent following satisfactory completion of a probationary period of 6 months and a full review at this point

SPECIAL REQUIREMENTS:

You will have a faith that is in sympathy with the aims and mission of the Church of England

- It is expected that the post-holder will regularly worship at St. Giles' and St. George's churches and will be a fully participating member in the life of the church

SELECTION CRITERIA

	Essential	Desirable
Experience		<ul style="list-style-type: none"> ▪ Previous administrative experience ▪ Some experience of working in a setting with children and young people
Knowledge	<p>Some understanding of safeguarding policy and its application in a parish context</p> <p>An understanding of key requirements of working for children and young people and their families</p>	<ul style="list-style-type: none"> ▪ Willingness to undertake further safeguarding training ▪ Willingness to learn new skills as may be needed
Skills	<ul style="list-style-type: none"> • IT Skills, proficiency in MS Office 365 (Word, Outlook, Powerpoint) • Able to use a database • Strong organisational skills and attention to detail • Ability to prioritise and meet deadlines • Effective time management 	<ul style="list-style-type: none"> ▪ Proficient in MS Publisher and Excel and Churchsuite or other SMS ▪ Social media awareness
Behaviours	<ul style="list-style-type: none"> • We are an evangelical Anglican church and expect the candidate to live a lifestyle commensurate with our beliefs and values 	
Personal	<ul style="list-style-type: none"> • A person with a faith that is in sympathy with the aims and mission of the Church of England • An enthusiastic person with good attention to detail • A self-motivated team player • Able to divide time appropriately when working for 2 people • Flexible and innovative, adapting to change • Sense of humour 	

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