Job Description

EMPLOYER: The London Diocesan Fund

JOB TITLE: Children’s and Youth Apprentice

RESPONSIBLE TO: Line Manager in the parish/Apprentice Project Coordinator

Note: This job description does not form part of the employee’s contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

Overview

The Children’s and Youth Ministry Department is focussed on supporting and resourcing all our parishes in their work with children and youth from 0-18 years of age. The Apprenticeship Scheme sits within this, employing apprentices to work within a parish for three years, training on the job with teaching and support from the Diocese and Ridley London.

There is an occupational requirement that the job-holder is a Christian under the Part 1 of Schedule 9 to the Equality Act 2010.

The location of each post is dependent on the Parish placement but will be London based.

An offer of employment is subject to a satisfactory Enhanced DBS check (to be carried out by the Diocese at offer stage).

Job summary

Do you have a heart for youth/children’s ministry and a genuine desire to serve your local community through the church? Do you want to get training and experience in working with youth/children in a church context, and grow in your ministry?

As an apprentice, you will gain valuable experience and skills as you work within a parish to expand and develop their children and youth ministry. You will receive quality training by RidleyLondon, the London Training Centre of Ridley Hall Cambridge, and graduate with a Certificate in Higher Education (Level 4) in Foundations in Theology, Ministry and Mission, with a focus on youth and children’s work.

In Year One: You’ll be employed for 25 hours a week, with 20 hours in the parish, and 5 hours set aside for study. You’ll study an introductory level 4 module in “Foundations in Theology, Ministry and Mission”.

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In Years Two and Three: Employed for **20 hours a week**, with 15 hours in parish and 5 hours set aside for study. You’ll complete a Level 4 Cert HE course in “Foundations in Theology, Ministry and Mission”.

**Main Responsibilities**

Each Parish will set out slightly different responsibilities for their apprentice, fitting in with their Project Plan. However, the core of every apprentice’s role is to support the children, youth and families work of their parish, and the list below gives an outline of the main responsibilities an apprentice can expect to take on:

- Work directly with children and young people to develop and maintain positive relationships with them.
- Help to lead existing activities, such as Sunday school, messy church, youth group etc.
- Plan and deliver new programmes of activity to increase the involvement of children and young people in the life of the church and deepen their faith.
- Maintain existing links with local schools/community groups or develop an outreach plan to local schools.
- Lead a discipleship course for young people.
- Undertake the administration surrounding the children’s/youth work initiatives.
- Take part in weekly team and prayer meetings in the parish, and attend supervision meetings with the Parish line manager on regular basis.
- Participate in group meetings with other apprentices.
- Participate in all relevant training with Ridley London and the Diocese.

The postholder may be required to undertake any other duties that are commensurate with the role.

**Person Specification**

This is an Apprentice post, and you will receive appropriate training and support both on the job within the parish and through RidleyLondon. We don’t expect you to be fully skilled in all areas of the person specification already, but that you are aspiring to achieve them through training and experience. Applicants need to show above all that they want to pursue this opportunity because they have a heart for youth/children’s ministry and a genuine desire to serve their local community through the church.

*There is an occupational requirement that the job-holder is a Christian under the Part 1 of Schedule 9 to the Equality Act 2010.*

*An offer of employment is subject to a satisfactory Enhanced DBS check (to be carried out by the Diocese at offer stage).*

**EXPERIENCE, KNOWLEDGE, TRAINING AND QUALIFICATIONS:**
Essential:
- Experience in youth and childrens work and/or community learning and development.
- Qualifications obtained at Level 2 (GCSE or NVQ) or a commitment to achieving these within the first year of the programme.

Desirable:
- Sound knowledge of Microsoft Office applications
- Experience of school’s work

APTITUDES AND ABILITIES:

Essential:
- Willingness to commit to a three-year apprenticeship program which will include study, theory based assessments, regular attendance at college and additional learning activities.
- An ability to engage and work with young people and adults.
- Able to think creatively about ways to engage with children and young people.
- An ability to communicate in a friendly and professional manner with others both face-to-face, via telephone and in writing.
- An ability to integrate well into a small team environment.
- Self-motivated and enthusiastic, with the ability to work under own initiative and manage own workload.
- A readiness to reflect on your experiences and learning.
- High personal integrity.
- Flexible in your approach.

OTHER:

Essential:
- Sound knowledge of Microsoft Office applications.
- A commitment to others and to work for equal opportunities.
- Commitment to safeguarding children and young people.
- Ability to work confidentially and is sympathetic to the aims of the Church of England

General Conditions

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Equal treatment amongst differing people from diverse backgrounds is one of the central precepts of the Church of England’s mission and theology. The Church of England values the richness which this equal treatment brings to the workplace. The Diocese of London is therefore concerned to avoid discriminating against any person.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

All LDF staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not endanger themselves or others by any act or omission on their part and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. Therefore, staff are required to:

- Read, understand and abide by the LDF Health and Safety Policy;
- make themselves familiar with accident and emergency procedures for their site;
- inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- set a good personal example in respect of health and safety.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.
Terms of Employment

**Location:** Each post is dependent on the Parish placement but will be London based.

**Salary:** London Living Wage (currently £10.55 per hour).

**Pension:** The appointed person will be eligible to join the occupational pension scheme, which is currently 15% employer contribution and min 3% employee contribution.

**Health Insurance:** Available after completing one year’s service.

**Hours:** In Year One, 25 hours per week. In Years Two and Three 20 hours per week. Your working pattern will be agreed with the parish and may include regular weekends and evenings.

**Annual Leave:** Pro rata 24 days per leave year, rising to pro rata 27 days after completing one year’s service. This is exclusive of Public Holidays, of which you will receive a pro rata allocation.

**Season Ticket Loan:** Staff are eligible to apply for an interest free season ticket loan.

**Contract:** This post is offered on a three-year fixed term contract, subject to a six-month probationary period. The value of the training is circa £4,500 per annum – departure before the three-year period may result in a clawback of a proportion of these costs.

*Full details of our terms and wellbeing offering to staff can be found in the ‘Our Offer to You’ document.*