

JOB DESCRIPTION: Youth Project Lead

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| Document issue date: | January 2025 |
| Location: | The post-holder will work across various locations, including; Saints Central, Newdegate Street, Nuneaton, CV11 4ED, St Nicholas Parish Church, 12 Vicarage Street, Nuneaton, CV11 4AZ and, King Edward VI College, King Edward Road, Nuneaton, CV11 4BE. |
| Salary: | £5,998 per annum (£30,000 FTE), plus employer pension contributions at 9%. The post is supported by grant funding for 2 years; therefore, this is a 2-year fixed term post, however it may be extended if further funding becomes available. |
| Hours: | 7 hours per week (the post-holder will agree a weekly work schedule with their manager in line with post requirements) |

Diversity Statement:

In the Diocesan offices we are committed to work with determination towards a fuller representation of the social, cultural and ethnic diversity which accurately reflects the people we serve in the Diocese of Coventry. We expect all employees to promote and model equity, diversity and inclusion in their working practices and relationships and to uphold principles of equality of opportunity in accordance with our legal and theological obligations as written in Galatians 3:28 which says, "There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus".

If you have a disability, long-term illness or are neurodiverse, and you feel this prevents you from meeting any of the essential criteria, please contact us to discuss the adjustments we can make for you.

As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

All employees undertake mandatory Diversity, Equity and Inclusion training during their employment with us.

Role Purpose:

The primary focus of this role is to assist Together for Change: Coventry and Warwickshire (TFC) in transforming communities in partnership with the Coventry Diocesan Board of Finance.

The role will involve the support of and the capacity building of churches, people and local community groups (regardless of faith or no faith) who are tackling issues of poverty, deprivation and disadvantage through the work of the 'Saints' projects.

This post holder will work at our Saints Central location in Nuneaton to lead our Saints Student Lounge Youth program, whilst also partnering with the local college and parish church, to bring about positive community transformation that benefits young people between the ages of 11-18.

Local Context:

Saints Central launched the busy and well-established Saints Student Lounge program in 2021 to support young people between the ages of 11-18 with access to a safe place to receive assisted study, eat and engage in fun educational workshops.

We will expand our Student Lounge by partnering with a local college to connect with the young people during term-time and aim to meet young people who are currently not met by the local church by partnering with the local parish church, St Nicholas, during the term-time and the school holidays.

Key Relationships:

The Saints projects are led by the charity Together for Change, in partnership with the Coventry Diocese Board of Finance.

The post-holder will line-manage two youth workers, and will be accountable to and line managed by the Saints Central Centre Manager and Rev. Chris Routledge, Vicar of St. Nicholas Church.

The post-holder will work collaboratively with the Parish Priest at St Nicholas Church, and King Edward's VI College. They will also work collaboratively with volunteers, stakeholders, partners and agencies to ensure the best youth service provision possible.

The scope and hours of this role may increase to work across our second Saints location in Bar Pool. This is subject to review.

Main Activities and Responsibilities:

- Lead the Student Lounge project at Saints Central, including the discharge of administrative duties (including budget control, quality assurance, session planning and evaluation, record keeping, risk assessments, safeguarding and health and safety) in line with the funding agreements.
- Line manage the Youth Workers, ensuring the Youth Work is delivered to a high standard at Saints Central, St Nicholas Parish Church and King Edward VI College.
- Establish and lead the Student Lounge program at King Edward VI College to provide a safe space for young people with games, activities and focused workshops throughout the week during term time.
- Work with St Nicholas Parish Church to connect young people with the church through Christian youth activities, school holiday programmes and focused projects, such as youth alpha and Christian social justice projects.
- Develop positive, professional relationships with young people and make regular contact with them in order to identify and assess their social and informal educational needs.
- Establish and lead a programme of activities, facilities and opportunities to meet social and informal education needs of young people.
- Promote and encourage young people to plan and participate in activities to enable their empowerment, individually or collectively, and to take responsibility for, and control of, their own lives, signposting young people to other agencies such as the Children's Society, who are based at Saints Central.

- Motivate and support of staff and volunteers.
- Ensure a high quality of youth work is delivered in each session and that the property is protected and behaviour policies are adhered to.
- Liaising with relevant staff to ensure clear communication at all times with others associated with the centre/project, churches and schools.
- Attend and lead staff planning meetings for each particular setting/programme/project and ensure that effective programme planning, preparation and evaluation of youth work takes place.
- Liaise with the relevant contacts at King Edward VI College and St Nicholas Church and provide regular feedback on the project and its successes and difficulties.
- Undergo any training necessary, including safeguarding, first aid and mental health first aid.
- Report back to the TFC Central Team where required to support monitoring, evaluation and feedback as requested and in line with the funding agreements.
- Recruit in line with the Church of England Safer Recruitment Policy, train and oversee staff and volunteers to support the smooth running of the centre, protecting the ethos and values of the charity

To undertake any other duties commensurate with the post at a level consistent with the principle responsibilities of the post and the JNC report.

PERSON SPECIFICATION

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

| Essential Criteria | Assessed By: |
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| Education & Training • NVQ Level 2 in youth work, or be prepared to work towards a relevant youth work qualification. | A,D,I |
| Relevant Experience • Leading the delivery of youth work with young people | A, I |
| Knowledge • Knowledge of issues facing young people generally | A, I |
| Skills & Abilities • Leadership skills to create strategy and implement creative initiatives that support the role • Skills relating to working with young people – Safeguarding, health and safety, equal opportunities etc • Ability to form and sustain positive relationships with young people and staff members. • Ability to lead the planning and delivery of small-scale events / activities/ workshops | A, I |

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| <ul style="list-style-type: none"> • Excellent communication skills • Creative and innovative | |
| <p>Motivation</p> <ul style="list-style-type: none"> • Demonstrates enthusiasm and commitment • Really wants to work with young people | A, I |
| <p>Attitudes</p> <ul style="list-style-type: none"> • Committed to safeguarding and Equality of Opportunity • Discreet and trustworthy, able to deal sensitively with private or confidential information. • Reliable • Willing to contribute to team working • Open minded, caring and enthusiastic • A passionate Christian faith • Supportive of the mission and ministry of the Church of England and the Diocese of Coventry mission purpose statement • Be Supportive of and live out our values at work: <ul style="list-style-type: none"> - Community: To have a sense of togetherness and common purpose, with room for differences - Christ-like: To show humility and love for one another, to be welcoming and to have grace and patience - Integrity: To be genuine, authentic and honest, and value each other - Service: To recognise people's needs, give without expectation and use our gifts for each other | A, I |

Desirable Criteria

Assessed
By:

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| <p>Relevant Experience</p> <ul style="list-style-type: none"> • Work with challenging young people and experience of managing difficult behaviours • Recent involvement in working with the community • Experience of working in youth work in a Christian / church setting • Experience of working in a college or school | A, I |
| <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of issues facing young people locally | A, I |
| <p>Skills & Abilities</p> <ul style="list-style-type: none"> • Possession of a skill relevant to youth work eg. Arts, drama or outdoor activities, counselling etc. • Computer literate • Ability to drive | A, I |

The 'Saints' projects works with an ecumenical group of Nuneaton churches on its steering group, with the Church of England as the lead denomination, and therefore will involve sensitively working on behalf of Christians from all denominations to support youth work in the town. (It is not an inter faith hub.) The post holder will need to have a Christian understanding of what is happening in the building, that the projects are not simply community projects but they have a spiritual dynamic to them. We will also be working with

the local Church of England parish church and hosting Alpha groups, discipleship evenings, worship and prayer nights at the Saints hub. It is therefore an Occupational Requirement (Schedule 9 part 1 of the Equality Act 2010) of this post to have a committed Christian faith and a passion for enabling churches to transform their communities.

This post is subject to enhanced level of DBS disclosure.
The post holder will need to prove that they have the right to work permanently in the United Kingdom.

For more information, including job and person specification, and application form, please see <https://coventry.anglican.org/about/vacancies/>

or contact the CEO of Together for Change, Jet Jones, Jet.Jones@coventry.anglican.org, 07958 957320

Closing date for applications: Monday 3rd March 2025
Interviews on the week commencing: 10th March 2025

Please send completed application forms to:

Email: simone.smith@Coventry.Anglican.org

or

Post: Simone Smith, HR Manager, 7 Priory Row, Coventry CV1 5EX