Northampton **Methodist** Circuit

Lay Circuit Mission Enabler:
Children, Youth, and Family Worker (Learning & Development)

Full Time (37.5 Hours per week)

Role Summary

To work in the Northampton Methodist Circuit to enable the churches to develop their work with children, young people, and families. To also support the Boys' Brigade Companies in the Northamptonshire Battalion to develop and promote their activities with children and young people.

Main Responsibilities

1. To work with and support church ministers and any other lay employees or lay volunteers engaged in children, youth, and family work in the Northampton Circuit
2. To help develop a plan and strategy to work with youth, children, and young people across the Northampton Methodist Circuit and its churches, whilst also supporting the implementation and delivery of that plan.
3. To support the development of new and existing projects and programmes that work with children, young people, and families in the Northampton Methodist Circuit and its churches in accordance the Methodist Church's New places for new people (NPNP) initiative.
4. To work, 12 out of the 37.5 hours per week, with the Boys' Brigade Companies in the Northamptonshire Battalion to develop their youth activities and specifically to:
    a. Promote the Boys' Brigade to relevant churches, groups and individuals and be influential in establishing new Boy's Brigade work within communities throughout the county.
    b. Assist new and existing groups to recruit new members and volunteer leaders.
    c. Increase the profile of the organisation within the county by the targeted use of PR and social media.
    d. Monitor and evaluate the above work and report to the Boys' Brigade Northamptonshire Trustees.
5. To offer support to other uniformed organisations in the Northampton Methodist Circuit, including Girls Brigade Companies.
6. To appraise and review activities and initiatives and report to the Circuit Leadership Team and Circuit Meeting.
7. To recruit and organise training and support for lay volunteers.
8. To establish and develop links with local schools.
9. To work ecumenically with other churches to develop joint working on children's, youth, and family work in Northampton.

10. To understand, implement and promote best practice in safeguarding and health & safety policies within the church, including safer recruitment, and to keep adequate records of contacts and of the work undertaken.
11. To attend Circuit and Boys' Brigade Trustee and management meetings when necessary. To giving regular reports and updates for review and appraisal to the Circuit Leadership Team and Boys' Brigade Northamptonshire Trustees.
12. To undertake any work, duties and responsibilities that relate to the role that might reasonably be required, as identified by the Circuit Leadership Team and BB Trustees.

Terms and Conditions

- This post will be for three years and will include an initial probation period of six months.
- The initial basic salary will be £28,275 per annum, subject to potential increases agreed by the Circuit Meeting in consultation with Church Councils and Northamptonshire Battalion Boys Brigade Executive.
- The normal working week will be 37.5 hours, with 12 hours spent working with Boys' Brigade Companies in the Northamptonshire Battalion. The lay employee will be expected to work flexibly, which will involve some evening and weekend hours. The lay employee may be asked to complete a timesheet detailing the number of hours being worked and the tasks undertaken, for regular submission to the line manager.
- The lay employee will not normally be paid overtime. If the lay employee is required and willing to work hours in excess of their normal working week, they will be entitled to take time off in lieu on an equal time basis, as agreed with the Line Manager. It is not intended that the lay employee will normally work more than forty-eight hours in any one week.
- Opportunities will be provided for further development and training.
- Reasonable expenses will be paid, as determined by the Line Manager in consultation with the Circuit Meeting or Circuit Leadership Team or, in the case of Boys Brigade expenses, the Boys' Brigade Northamptonshire Trustees.
- In addition to a line manager the lay employee will be provided with a supervisor, enabling reflective supervision, in line with the Methodist Church's supervision policy.
- 25 days of leave will be provided, plus eight public holidays.
- The appointment will be subject to satisfactory references and an enhanced DBS disclosure.
- Due to the dispersed locations of various sites, the lay employee will be expected to have a Full UK Driving Licence and access to a vehicle.
- There is a genuine occupational requirement that the post holder is a Christian and in sympathy with the beliefs and doctrines of the Methodist Church.

Management

The employee will be line managed by an individual appointed by the Northampton Methodist Circuit. The employee will also be supported by a Lay Employee Support Group, the members of which will be appointed by the Circuit Meeting. The Lay Employee Support Group will include a representative from the Northamptonshire Boys Brigade Executive. The support group will regularly review, evaluate, and appraise the work of lay employee on behalf of the Circuit Meeting. The lay employee will also work closely with the Circuit Leadership Team, and Northamptonshire Boys Brigade Executive.