

# ST CLEMENT'S PARISH CHURCH

## JOB DESCRIPTION

**BACKGROUND:** St. Clement's Parish Church is situated on Templemore Avenue, east Belfast and is ideally placed to connect with children, young people and families in the local area. It has a congregation of around 50 people and is experiencing some growth as the congregation embraces the opportunities available to them to reach out with love, with care, with support and with the transforming power of the Gospel to people in the local parish area. As a Church of Ireland congregation, we are part of the diocese of Down and Dromore. The parish is under the general oversight of Rev. Clive Atkinson, and Rev. Colin Birnie has responsibility for the day to day life and ministry of the parish. To assist and develop the mission and ministry of St. Clement's we wish to appoint a part-time children's and youth worker.

**POST:** Part- time Children's & Youth Worker

**HOURS:** 20 hours per week  
Evening and weekend work will be required

**SALARY SCALE:** NJC Scale 7 (£20,444) pro rata

**Term of contract:** Part-time permanent post, subject to initial 6 months probationary period

**LOCATION:** St. Clement's Parish Church, Belfast

**REPORTS TO:** Rev. Colin Birnie

**ACCOUNTABLE TO:** Rev. Clive Atkinson

**JOB SUMMARY:** The post holder, under the leadership of Rev Colin Birnie, will be responsible for developing support for children, young people and families, both within the church and the community. The Children's and Youth Worker will:

- Build and develop relationships between the church and families with children and young people in the parish.
- Plan and organise events for families in church and the community during holiday periods.
- Develop a team of volunteers to help with children's and youth ministry in the Parish.

- Nurture children and young people as disciples of Jesus, helping them to find their place within the life of the church, their community and world by their participation and the use of their gifts and talents.
- Develop opportunities for children and young people to learn about, explore, share and live out their Christian faith.
- Create a welcoming environment for children, young people and families who do not yet know Jesus, to explore the Christian faith through St.Clement's Parish Church.
- Disciple children and young people in the Christian faith, encouraging them to be active in reading the bible and prayer, both corporately and privately.
- Lead Kid's Church on a regular basis.
- Lead Kid's Club and Youth Club during term time.
- Participate in leading, and teaching at all-age services.
- Ensure that all Safeguarding, Health & Safety, Data Protection and other policies are followed.

## **JOB DESCRIPTION REVIEW**

This job description is subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the Jobholder works. It may be modified to meet changing needs and other duties of a similar nature may be assigned from time to time by Rev. Colin Birnie or Rev. Clive Atkinson.

## **PERSON SPECIFICATION**

### **CHILDREN'S & YOUTH WORKER**

**Applicants must clearly demonstrate in the application form evidence of qualifications and experience as set out in the under-noted criteria. Only information contained in the application form will be considered at the short-listing stage.**

#### **Essential Criteria:**

5 GCSEs / O Levels at Grade C or above (must include Maths and English)

A proven track record of at least 2 years in children's or youth ministry, in a paid or voluntary capacity.

Experience of working with volunteers.

Experience of teaching the bible to children and young people.

Experience in organising events in a children's and family ministry context.

Possess sound biblical knowledge and understanding.

Excellent organisational skills.

Excellent interpersonal skills.

Ability to work on own initiative and as part of a team.

Proficient in IT/multimedia and digital platforms.

Become, (if not already) along with family, a worshipping member of St. Clement's Parish Church.

Willingness to own and work within the Christian ethos of St. Clement's Parish Church.

Devoted lover and follower of Jesus and respect the ethos of St. Clement's Parish Church.

**Desirable Criteria:**

Qualifications in a discipline relevant to children's, youth and family ministry.

Holds current driving licence.

First Aid qualification.

Experience of leading in Sunday worship services.

Experience of delivering school assemblies and/or RE lessons.

Experience of having responsibility for social media content.

Experience working with children with additional needs.

Familiarity and experience of implementing Church of Ireland Safeguarding policy.

A proven track record in building teams, planning, leading and motivating volunteers.

The ability to play a musical instrument and lead worship.

The closing date for all applications will be Monday 1st August 2022. All applications must be addressed to Rev. Colin Birnie and received at Willowfield Church Office, 330-332 Woodstock Road, Belfast, BT6 9DP before 4pm. Applications by email will also be accepted. Please send to [colinbirnie70@gmail.com](mailto:colinbirnie70@gmail.com) Applications after this time will not be accepted.

A short listing process will be conducted by the Interview panel, based on whether candidates have demonstrated they meet all essential criteria. In the event of several candidates meeting all of the essential criteria, the desirable criteria may be used to assist with short-listing.

Candidates are therefore advised to set out in full in their application how they meet the essential and (where appropriate) the desirable criteria.

Interviews for this post are planned for the week beginning 8th August with an anticipated start date 1st September.

Appointment will be subject to satisfactory background checks, as required under the Church of Ireland Safeguarding Trust policy, including contacting referees and AccessNI disclosure.

