

## Job Description

<b>JOB TITLE</b>	<b>Vocations and Placements (18-30) Development Officer</b>		
<b>REPORTS TO</b>	Coordinator of Children, Youth and Family	<b>LOCATION</b>	Hybrid working (based at Cliff College or London office) or home-working
<b>TEAM</b>	<b>Children, Youth and Family Mission Team</b>	<b>GRADE</b>	<b>4</b>

### JOB PURPOSE AND OBJECTIVES

The growth of young adult ministry is a key objective outlined in the Methodist Church Children, Youth and Family (CYF) five year strategy and the God For All strategy.

The role of the Young Adult Vocations Development Officer enables key parts of the Young Adult Ministry Development plan to be implemented. A key focus is to enable and support circuits and districts to develop young adult ministry in their local context.

The role holder will be responsible for the creation and implementation of a new Mission Placement Scheme for young adults across the connexion. The Mission Placement Scheme is an important part of the Young Adult Ministry Plan which aims to provide a range of opportunities for young adults to be employed (or volunteer) in mission-focused placements in local churches and circuits where they can explore their vocation.

### JOB DIMENSIONS

#### RESOURCES UNDER CONTROL

<b>Direct reports</b>	None
<b>Resources</b>	Mission placement scheme budget sign-off responsibility on behalf of the budget holder.

### ROLE ACCOUNTABILITIES

The activities, functions and areas of accountability for the job.

1. Management, development and advocacy of the Young Adult Mission Placement Scheme
  - a. To develop the scheme initially, create the necessary structures and paperwork, launch and implement it across the connexion, and then to continue to monitor, develop and embed the scheme in light of ongoing reviews.
  - b. To manage the funding stream for this project.
  - c. Advocate, encourage and support districts' participation in the Young Adult Mission

Placement Scheme.

2 Advocate for, support and enable creative and relevant young adult ministry to be started and embedded in circuits and districts

- a) Using the 'Starting Ministry from Scratch' model used by the CYF team, work with districts to identify potential pilot projects in circuits/districts, which will focus on young adults growing in discipleship and exploring vocation.
- b) Support, enable and encourage the development of these projects by journeying with local circuits/districts and providing advice and mentoring as appropriate to pilot creative projects for young adults to engage with and grow in discipleship and vocation.
- c) Review and share the learning from these projects with the wider connexion.
- d) Support local churches to engage in vocational conversations with young adults.

3. Contribute to the work of the CYF team by attending, participating in, and supporting events and programmes as appropriate and undertaking administrative tasks associated with the role. Work specifically alongside the Young Adult Development Officer who holds oversight of the young adult ministry plan.

4. To work with other members of the Connexional Team, particularly the Evangelism and Growth Team, the Ministries Team, the Learning Network, the Property Team and relevant staff at Cliff College. To work in a strategic, collaborative and participative way to enable the delivery of relevant areas of the young adult ministry plan.

5. To carry out any other reasonable duties, appropriate to the grade of the post, as required by your line manager.

# Person Specification

## GRADE LEVEL 4

	Essential	Desirable	Assessment Method
<b>Education and Training</b>			
Degree/professional qualification, in a relevant field e.g. teaching, adult education/training, community development, community & youth work, social work, change management, theology, missiology (or be able to demonstrate substantial equivalent work experience)	X		A,Q
Formal theological training		X	Q
<b>Proven Abilities, Knowledge and Skills</b>			
Experience of working with youth or young adults (16+) and an awareness of current best practices in youth/young adult ministry.	X		A, I
Good verbal presenting and advising skills	X		A, I, P, W
Ability to work effectively as part of a team and have good interpersonal skills, including the ability to motivate people and inspire confidence in colleagues, stakeholders and volunteers.	X		A, I
Ability to plan and deliver own work, but also to work collaboratively and flexibly with others, and to be able to adapt to complex and competing priorities.	X		A, I, P
Proven ability to successfully develop, lead and manage complex projects.	X		A, I, P
Ability to reflect theologically on the mission of the Church in relation to young adults.		X	A, I
Ability to research and draft procedures, policies and reports.	X		A, I
Good working knowledge of the Methodist Church.		X	A, I
Demonstrate an awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the life of the Church.	X		A, I
<b>Personal Qualities</b>			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church, with a particular passion for growing young adult ministry.	X		A, I
Professional and positive approach, with a commitment to professional development and self-improvement.	X		A, I
Openness to and understanding of different theological approaches to mission.		X	A, I
Member in good standing of a church in association with CTBI or equivalent.	X		A

Willingness to travel throughout the Methodist Connexion.	X		A
Prepared to work some irregular hours, including overnight and weekends.	X		A

**Method of Assessment:** A – Application Form; I – Interview; W – Written exercise; P – Presentation;  
G – Group exercise; Q – Proof of qualification (certificates or transcripts)

*(We reserve the right to assess any other aspects of the role in a format not previously described)*

## TERMS AND CONDITIONS

<b>Health and Safety:</b>	The post holder will be subject to the Methodist Council's Health and Safety policy						
<b>Equal Opportunities:</b>	The post holder will be subject to the Methodist Council's Equal Opportunities policy						
<b>Physical Conditions:</b>	Open plan office accommodation available at Cliff College or London office						
<b>Remuneration:</b>	£41,846 or £45,000 per annum depending on location						
<b>DBS</b>	Due to the nature of this post, appointment will be subject to an enhanced Disclosure from the Disclosure and Barring Service (DBS)						
<b>Hours of Work:</b>	<p>5 days per week</p> <p>The normal hours of work will be from 9.00am to 5.00pm with an hour for lunch. A flexi-time scheme is in operation, core working hours are 10:00am to 12 noon and 2:00 pm to 4:00 pm. With the prior agreement of the line manager, the working day may commence from 8:00 am and will finish no later than 6:00 pm. The flexi-time policy should be referred to for further information.</p> <p>Some flexibility in working hours may be required due to the nature of this post and the work of the Team. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>						
<b>Holiday Entitlement:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">During the first to fourth years</td> <td style="text-align: right;">25 days</td> </tr> <tr> <td>During the fifth to ninth years</td> <td style="text-align: right;">28 days</td> </tr> <tr> <td>During the tenth and subsequent years</td> <td style="text-align: right;">30 days</td> </tr> </table> <p>Plus Bank Holidays and an extra three days at Christmas and New Year.</p>	During the first to fourth years	25 days	During the fifth to ninth years	28 days	During the tenth and subsequent years	30 days
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During the tenth and subsequent years	30 days						
<b>Sick Pay:</b>	Entitlement in accordance with the Methodist Council's terms and conditions of employment						
<b>Pension:</b>	There is a pension scheme that all eligible lay employees will be auto-enrolled on to. Employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.						
<b>Probationary Period:</b>	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months.						
<b>Season Ticket:</b>	Season ticket loans are available after the satisfactory completion of the probationary period.						