



## Head of Youth and Children's Ministry

### Bishop Hannington Church

#### Job Description

**Employer:** The PCC of Bishop Hannington Memorial Church (PCC)

**Reporting to:** Vicar

**Hours:** 40 hours a week including Sundays. The role will involve some evening ministry, some weekend and bank holiday work is also expected. Hours worked in excess of 40 hours a week may be taken as time in lieu in agreement with the line manager.

**Salary:** £32k - £38k depending on experience

#### **Role Objective:**

To lead, develop and coordinate the children's and youth ministry (ages 0–18), working with young people to help them become lifelong disciples of Jesus Christ. You will pastorally support and spiritually equip young people, empowering them to engage with church life, grow in their faith, and live out the Gospel in Brighton & Hove and beyond.

The Head of Youth and Children's Ministry will:

- Provide strategic oversight for children's and youth ministry
- Equip and support children's and youth teams and leaders.
- Model Christlike leadership, inspiring children and young people to know and follow Jesus
- Be an advocate for children and young people within the wider church family.

#### **Key relationships:**

The Head Youth and Children's Ministry will report to the Vicar.

The post holder will be required to work closely with the wider staff team at Bishop Hannington and, in particular, you will work closely with other ministry staff. It will also be important to work with representatives of the other churches in the Parish to ensure that we make the most of our resources across the Parish.

Working closely with our existing gifted and committed volunteers, the Head Youth and Children's Ministry is responsible for recruiting, training and managing the volunteers who support the children's and youth ministry work in conjunction with the HR Committee.

Building relationships with church members and service attendees is an important part of this role.

## **Collaborative working with:**

- Children's and youth teams and volunteers.
- Church Safeguarding Officer(s).
- Clergy and Wardens.
- Parents and carers of children and young people.

## **Support Structure:**

You will have regular meetings with the Vicar to discuss and review current work issues. An annual appraisal meeting will be held to discuss professional development and training, and will include a discussion of the previous year's performance and target setting for the year ahead.

HR matters will be overseen by the PCC HR Committee and the role holder will provide an annual report on children and youth matters to the PCC.

## **Role remit:**

To have oversight of the children's and youth work (0-18) at Bishop Hannington Church. Within this there will be a substantial degree of direct involvement in the Sunday KO (14-18) Group activities and general oversight of and engagement with other groups including the Sunday service children's and youth groups and the mid-week Rooted (11-14) group activities.

The Head of Youth and Children's Ministry will encourage a desire in the church for youth outreach and will motivate church members in prayer for the children and young people.

## **Key Responsibilities**

### **1. Strategic Vision & Oversight**

- Develop and implement a vision and strategy for children's and youth ministry.
- Ensure consistency in teaching, safeguarding, and disciple-making across the parish.

### **2. Engagement & Integration**

- Foster strong links between children, youth and the wider church family.
- Advocate for children and youth in leadership spaces and encourage their participation in the life of the church.

### **3. Programme Development**

- Oversee children and youth groups (midweek and Sundays) and resource local teams.
- Initiate new ministry opportunities as needed (e.g. schools outreach, social action, holiday events).

#### **4. Team Building**

- Recruit, train, and support volunteers in line with the BH Volunteer Strategy and guidance from the HR Committee.
- Foster a culture of relational discipleship, where every child and young person is known and supported.
- Act as line manager for any Voluntary Support Workers whose main focus is children's and youth ministry.

#### **5. Pastoral Support**

- Engage in 1:1 or small group mentoring and discipleship.
- Provide a structure for pastoral care, emotional support, and spiritual guidance for children and youth.

#### **6. Events & Camps**

- Plan and lead special events (e.g. youth weekends, camps, mission trips) with parish support.
- Encourage participation in wider initiatives (e.g. Sussex Youth events, summer camps).

#### **7. Evangelism & Outreach**

- Lead evangelistic opportunities such as Youth Alpha or Cross Roads Café.
- Build connections with local schools and community organisations, including Aldrington Primary and Kings School.

#### **8. Communication & Administration**

- Maintain clear and regular communication.
- Manage children's and youth ministry budget and resources in consultation with the parish treasurer.

#### **9. Safeguarding & Best Practice**

- Ensure the children's and youth work complies with safeguarding policies and health & safety regulations.
- Work closely with safeguarding officers to maintain a safe and nurturing environment and that we meet the requirements of relevant legislation, Church of England requirements and general good practice regarding the safeguarding of young people.

#### **10. Spiritual Growth & Leadership**

- Maintain a strong personal walk with Christ.

- There is an expectation the role holder will commit to personal study including an effort to regularly read the bible and maintain a healthy prayer life.
- Undertake relevant extra-curricular reading and training to equip you in building and developing your faith and ministry. This should include regular developmental discussions with the Vicar.

## 11. Wider Ministry Involvement

- Participate in wider church leadership as agreed (e.g. service planning, leading).
- Collaborate with staff across ministries to ensure an integrated and effective mission.

## 12. Other

- Be involved with staff meetings, prayer meetings and the general ministry of leadership in the church as directed by the Vicar. The Head of Youth and Children's Ministry will worship regularly at Bishop Hannington and be in attendance at Parochial Church Council meetings as requested by the Vicar
- Undertake additional duties and responsibilities as directed from time to time by the Vicar. These may include such things as leading at Sunday services; working alongside the Vicar to support and help co-ordinate elements of Sunday services; initiating and organising evangelistic outreach events. The particular area of involvement will depend on the personal gifts and developmental objectives of the Job holder.

## PERSON SPECIFICATION Essential:

- Have a growing relationship with Jesus.
- Relevant experience of children's / youth work and or ministry within a Christian setting is essential.
- Demonstrate a passion for evangelism, including sharing your faith with and working with young people.
- Be a highly relational individual with excellent social and interpersonal skills. Demonstrating pastoral care skills and an ability to deal with and relate to children and youth members and their families by earning their trust and respect.
- Able to work within and to co-ordinate a team including the ability to inspire and motivate others to be part of a volunteer children's and youth team.
- Creativity in designing new and entertaining ways for young people to learn about life in Christ.
- Motivated, reliable and able to work independently, showing initiative when necessary.

- Able to work efficiently and accurately under pressure. Highly organised, able to prioritise tasks and meet deadlines and with a high degree of integrity and modelling excellent working practices.
- Working knowledge of and commitment to safeguarding and promoting the safety and welfare of young people including being able to exercise discretion and sensitivity when dealing with confidential matters and knowing when and how to share safeguarding concerns.
- A good standard of English, and ability to communicate effectively both verbally and in writing.
- Availability to work extended hours and during weekends.

### **Desirable**

- A children's / youth work or other relevant theological qualification (diploma or above) is desirable, although candidates with relevant non-accredited training and experience will be considered.
- Experience of leading a team of volunteers.
- Working knowledge of computers, technology and social media

### **Other:**

The employment will be subject to satisfactory references and a Disclosure Barring Services Enhanced Disclosure. This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 and (Exceptions) (Amendment) order 1986.

This post carries a Genuine Occupational Requirement under the Equality Act 2010 that the successful candidate is a practising Evangelical Christian.