

Church address:
Assembly Walk
Carshalton
SM5 1JH

Information Pack:

Hours: 35 hours per week

Salary: £20-25,000 per annum dependent on experience

Purpose:

To lead the Youth Work of Horizon Church Sutton delivering a relevant and dynamic program in line with Horizon Church's Mission Statement and Core Values. To recruit, train and develop a Youth Leadership team to work with you to reach out to, care for and engage young people both within the church and young people from the local estate. To develop links and relationships with local youth leaders and inter-church initiatives as well as the regional Assemblies of God Youth Work. It is important to note that you will be engaging with vulnerable young people often with little to no experience of church or faith and are from dysfunctional home environments.

This role will also include supporting the many areas of ministry that Horizon runs and some administrative duties.

Who can apply for this role?

Any committed Christian over the age of 18 years can apply. You should have a personal relationship with Jesus Christ and with the intention of becoming a committed member of Horizon Church. You will be enthusiastic, willing to learn, adaptable, committed and able to bring ideas and suggestions. You will need to have or be willing to learn IT and creative media skills. You will have experience of working with young people as well as experience of/willingness to learn leading a team. Some Theology or Youth training is ideal but not essential.

What will it offer me?

You will be supported to grow and develop personally and spiritually. You will gain experience in a range of ministry areas throughout the church. You will gain experience in organisational skills, office work, project work and team work. Horizon Church will support your personal and spiritual growth in your walk as a Christian.

Phone: 0208 685 0805

Email: office@horizonchurchsutton.org

Web: www.horizonchurchsutton.org

Registered Charity No. 1143831

Role description:

KEY RESPONSIBILITIES

Youth Work:

- To organise and deliver a relevant, dynamic youth programme for the young people in the church and those connected through the community groups
- To recruit, train and develop a Youth Team to deliver youth work in line with the Safeguarding policy
- To be responsible for the pastoral care of the young people in Horizon Church
- To actively encourage the personal discipleship of each young person and help them discover their personal gifts/talents/callings and assist them in playing a full part in the life of the church
- Raise up leaders within the youth group
- To relate to the young people according to guidelines stated in the Safeguarding policy and keep accurate records of attendance, accidents, incidents and concerns, contact details and consent forms etc.
- To set an example to the young people in attitude, speech and lifestyle
- To help set up and clear away at youth sessions
- To draw up the Youth Budget and once approved, to keep within that budget
- To work with the Children's Team to ensure the transition into the youth group
- To develop relationships with other church youth groups and inter-church youth initiatives and play an active part where appropriate
- To develop and strengthen links with the Regional Assemblies of God Youth Work
- To ensure the youth work is delivered according to the policies and risk assessments of Horizon Church (Health and Safety; Safeguarding; use of kitchen; use of hall etc)
- To hold regular meetings with your youth leadership team/volunteers
- To keep up to date with current youth work practice and be aware of resources and new ideas relevant to our church
- Develop a youth work strategy to reach out to local young people

- To support young people's learning by taking an active part in leading the Homework Hub
- To mentor young people as needed for short periods of time as agreed with your Line Manager
- Any other duties the Leadership Team/Trustees deem necessary

Ministry/Admin Support:

- Produce promotional material including media, videos, emails and flyers for church and community groups.
- Send out weekly newsletters and produce a weekly news video to be shown on Sunday mornings
- Facilitate the production of the church rota
- To provide hands on and administrative support to community groups when needed
- Support church leaders in producing documents, media for Sunday sermons and coordinating meetings
- To regularly produce content and update all of Horizon Church's social media platforms
- Updating and maintaining the church website
- Any other duties the Leadership Team/Trustees deem necessary
- Working closely with the administrator, children's and family's worker, pastors and other church workers and volunteers to meet the needs of the church in reaching our community for Christ

PERSON SPECIFICATION

Key Competencies & skills

- Excellent interpersonal and communication skills
- Ability to connect and relate to young people
- Confident in engaging and building relationships with people at all levels

Church address:
Assembly Walk
Carshalton
SM5 1JH

- High levels of attention to detail and accuracy
- Tenacious, results driven and able to work professionally in pressurised situations to achieve the best outcomes
- Ability to communicate and liaise with organisations and authorities to put the support in place for young people
- Maintain high confidentiality, tact, diplomacy and discretion, handling situations appropriately
- Ability to work on own initiative and as part of a team
- Excellent organisational and time management skills and able to work towards tight deadlines
- Demonstrate a flexible approach to work, to be self-motivated and able to manage/prioritise own workload
- Excellent computer skills including using Mac
- Creative ability to produce high quality audio/visual material and flyers/leaflets
- Willing to learn new skills, problem solve and undergo training

Required for role:

- A personal relationship with Jesus Christ and a desire to grow as a Christian
- Experience/training working with Young People
- Current active service in a local church
- DBS check and safeguarding training (both arranged by the church)
- Enthusiasm, adaptability, reliability and the ability to work as part of a team
- Willingness to grow and develop in personal, spiritual and ministry areas

How to apply:

Please contact office@horizonchurchsutton.org for an application form.

Application Deadline: Friday 6th March 2020

Phone: 0208 685 0805

Email: office@horizonchurchsutton.org

Web: www.horizonchurchsutton.org

Registered Charity No. 1143831

Church address:
Assembly Walk
Carshalton
SM5 1JH

Phone: 0208 685 0805

Email: office@horizonchurchsutton.org

Web: www.horizonchurchsutton.org

Registered Charity No. 1143831