

APPLICATION PACK: YOUTH AND CHILDREN'S WORKER AT HOLY TRINITY PLATT

Thank you for your interest in working at Holy Trinity Platt.

This application pack includes an introduction to Holy Trinity Platt, the job description, a person specification, some terms and conditions and details on how to apply.

We are looking for someone to join our staff team to be a youth and children's worker.

The successful applicant will have some experience in this work already and support our core vision, mission and values. They will relish the opportunity to support and develop this larger church in its mission.

We are looking for someone who is organised, is self-motivated and is willing to develop in this role. As a key point of contact for young people, children and their parents/carers the appointee will need excellent verbal and written communication skills.

After reading this pack, if you would like to speak to someone at Holy Trinity Platt to find out more about the job, please contact the church office via email at office@plattchurch.org or call 0161 224 1123 and we'd be happy to arrange a phone call or visit with you.

Introduction to Holy Trinity Platt

We are an evangelical, Anglican church based in a unique urban setting. The parish is 2.5 miles south of the centre of Manchester, largely residential though close to the Universities and the famous Rusholme curry mile. Our regular congregation numbers about 500 people, many members from non-Anglican backgrounds, and we are blessed to have a great mix of people, in terms of age, life situation and social and ethnic background. With the average age under 40, and a significant student ministry, it is also a young church. We're privileged to be aiding ministry to the wider world through our work with Internationals staying in Manchester.

We are firmly committed to bible based, traditional evangelical teaching, delighting in the good news of the gospel of Christ, and seeing people disciplined in order to live out God's call on their life. Our services are warm and centred around prayer and clear bible teaching. The worship style is modern with songs and some traditional hymns.

We are a teaching/training church and an outward-looking church. We seek to present people mature in Christ (Colossians 1:28), so that they may go out and bless our parish, city and world (Jeremiah 29:7)

We are called to grow in faith and service – and trust solely in God as He grows the work here in challenging and exciting ways.

You can visit our church website [here](#).

Job Description

Job Title:

Youth & Children's Worker

Reports to:

Associate Minister (with responsibility for youth, children and families ministries)

Purpose of the job:

The Youth & Children's Worker supports the coordination and organisation of youth and children's ministry in the church, under the direction of the Associate Minister (with responsibility for youth, children and families ministries), and in ways that are in line with the overall vision for mission and growth of Holy Trinity Platt.

Specific responsibilities:

The job covers the delivery of the services and activities outlined below. This does not mean that the job holder will have to do all the items listed, but they are responsible to ensure these are delegated and completed:

- Support the Associate Minister in providing a welcoming, fun, intergenerational environment for Bible teaching, with a focus on children aged 11-18, that helps them learn about and follow Jesus.
- Deliver regular Sunday and midweek Pathfinder (11-14s) programmes and support the delivery of regular midweek Plattform (14-18s) programmes, particularly through preparing creative teaching sessions, supporting leaders, and providing good communication and administration.
- Encourage children aged 11-18 to be active and serve in church life as appropriate.
- Share in the role of identifying gifts and skills for service in youth, children and families ministries.
- Support the Associate Minister in training existing and new leaders, and where necessary providing logistical support to enable the Associate Minister to deliver that training.
- Share in the responsibility for ensuring all Diocesan requirements are met for safeguarding of children and young people.
- Ensure an accurate, timely and regular flow of communication and information to parents about weekly and one-off events.
- Organise one-off trips, larger youth & children's events at Platt (inc Sound youth events), and weekends away.
- Be part of leading the summer camp which Platt encourages young people aged 11-14 to attend.
- Take opportunities for further study and development in Youth and Children's Ministry as appropriate and in discussion with the Associate Minister

This job description is not a definitive list of activities and the employee may perform other duties as required to meet the ongoing needs of the church.

Terms and Conditions

A full contract of terms and conditions will be issued to the successful applicant but the following are considered important for you to know now

Salary	Likely scale in the range £23,000 - £28,000, dependent upon experience
Pension	Church Workers' Pension Scheme, with a 3% employee and 6% employer contribution
Hours	Full-time role of 35hrs per week Five days per week including Sundays
Holidays	25 days per annum plus Public Holidays
Probation	There is a 3-month probationary period

There may be room for some negotiation on some of these terms, dependent on the circumstances.

Person Specification

In the table below is a person specification of the individual we're looking for and a summary of the elements needed in order to successfully carry out the requirements of the job. Where factors are shown as essential, these should be demonstrated before appointment and maintained in post. Where they are shown as desirable, they should be developed and maintained once in post as needed.

Area	ESSENTIAL	DESIRABLE
Literacy and Numeracy	Good numeracy. Good use of spoken and written English. Good verbal reasoning	
Interpersonal skills	The ability to establish professional credibility and build good working relationships with others, being able to persuade and influence when necessary. Negotiation and delegation skills. Able to consistently demonstrate self-control, gentleness and kindness.	Experience of working with volunteers.
IT skills	Proficient with Microsoft Outlook, Word, Excel and PowerPoint and Google Suite applications.	
Communication	Strong communication skills in person, by phone and in writing. Demonstrates discretion and sensitivity when dealing with confidential matters.	
Qualifications (proof of qualifications may be requested)	Five GCSEs or equivalent at grades A* to B / 9 to 6, including Maths and English Language	Educated to 'A' level or Degree standard. Completed some theological study or training.

Experience	Two years experience working with children and/or young people and organising events	Supervision of volunteers.
Commitment to purpose of organisation	As an important point of contact for children and their parents/carers represent the Rector and demonstrate enthusiasm for the Christian purposes of the organisation. Ability to support and contribute positively to the ethos at HTP	
Work approach	Accurate & able to work to strict deadlines. Can demonstrate flexibility and resilience under pressure. Pro-active and able to use initiative. Able to work on multiple tasks and projects at any one time. Willing to learn, reviewing past actions and making improvements.	
Genuine Occupational Requirement applies	<p>To be a committed Christian, which will, in part, be considered demonstrable by the following additional specifications:</p> <ul style="list-style-type: none"> • be seeking to have a sound biblical knowledge and be applying that knowledge in their daily life and promoting that application in the lives of those around them • have a sound Christian prayer life, recognising the importance of consistently reading the Bible, with a desire to help drive forward the prayer life of the organisation. • represent the Rector and be a sound Christian witness and encouragement in the workplace in the course of your duties. • regularly attend a church, or Christian fellowship, whose teaching and practice is in agreement with our biblical basis. 	

How To Apply

Please send your CV ensuring it includes the details of the church you currently attend and the notice required in your current employment.

We would also like you to respond to all of the following questions.

1. Reflecting on the job description please describe, succinctly and honestly, why you are suitable for this position
2. How do you think you match up to the person profile? What are your areas of strength, and the weakest matches?
3. Would any of the points in the section about contract terms, or anything about the beliefs and culture of our church cause you any concerns? If so what and why?
4. Please briefly tell us how and when you became a Christian and why you are still a Christian. How does your faith impact your life?
5. Are there any special arrangements that you require if you are called for interview?
6. Have you ever been convicted by the courts or cautioned by the police for a criminal offence? If Yes, please give details (subject to the Rehabilitation of Offenders Act 1974)

We will also need details of three people who would be willing to act as a referee. We would prefer referees who have known you for at least two years, one of whom should know you in a work capacity and one should be your minister or church leader. For each please give details of their name, address, day and evening telephone numbers and the context in which they have known or worked with you.

We will assume we can contact your referees at any point in this process, unless you tell us not to.

Please present this information formatted as you see fit.

Finally, please ensure that you have included mobile, home telephone numbers as well as any dates when you will not be available for interview.

Please send your completed application by email to: office@plattchurch.org and mark your email as CONFIDENTIAL.

Closing date for applications: Friday 29 March 2024 at 17:00hrs

Interviews to be held later in late April (dates to be confirmed)

Checklist for your application

- ☐ Your CV
- ☐ A covering letter, answering the questions above
- ☐ Details to contact three referees, with any restrictions on contacting them
- ☐ Your contact details