

St Mary's Church, Saffron Walden
Youth Leader



Thank you for your interest in the role of Youth Leader at St Mary's Church.

We are looking for someone to lead our team of volunteers working with young people in church and church focussed activities to help us grow this important ministry.

The primary focus of the role is to help the wider church family develop the ministry of St Mary's and the village churches in the team in the 11-18 age group. This will involve both supporting and strengthening existing activities as well as encouraging and leading new initiatives.

You will be joining a team of ordained and lay staff and volunteers who support and collaborate with each other wherever possible as part of the wider team ministry.

We propose that the role should be for 20 hours per week but we are flexible in terms of both experience and working hours. It is more important to us that you have a real heart for working with young people and their parents in our church setting to share God's love with them.

The Youth Leader role can be a standalone position, focused on guiding and supporting our young people across our Team Ministry. However, for the right candidate with the necessary skills and passion, this role could also be combined with the vacant Children and Families Leader position, creating an opportunity to oversee both the children and youth programmes.

We hope the information attached will help you to decide if this is an opportunity that excites you. Feel free to contact Helen Nash, helen_nash@hotmail.co.uk chair of our Children and Youth committee for an informal conversation before applying.

To apply, please complete the attached application form and confidential declaration and return it by 27th June 2025, to Claire Dunn, Associate Administrator preferably by email admin@stmaryssaffronwalden.org or by post St Mary's Parish Office, Church Path, Saffron Walden, CB10 1JP

We hope that you will prayerfully consider whether this role could be for you and, if so, we look forward to hearing from you.

Jeremy

Rev'd Jeremy Trew
Rector

About our church

St Mary's is the Anglican parish church in the historic market town of Saffron Walden in northwest Essex. Committed to the welcome and safeguarding of all, we are a community of all ages and backgrounds who worship God in a wide range of services. Our mission is to share God's love and to invite everyone to follow Jesus Christ with us. Ours is a beautiful church where the Christian faith has been celebrated for over 800 years, and which has a strong musical tradition and a large, robed choir. We are one of the 12 churches within the Saffron Walden and Villages Team Ministry and you will find much more about us on our website www.stmaryssaffronwalden.org

At St Mary's, we hold the following regular activities for secondary school aged young people.

- **Aftershock** is for 11-18 year olds and meets on Sundays in the Parish Rooms, from 7.00 to 8.30pm during term time except on the 1st Sunday of each month. It is a chance to socialise, learn and enjoy each other's company and there's normally food involved! Young people from other churches and non-churchgoers are all welcome.
- Once a month, we have **H2H**, a youth led service in the Parish Rooms.
- **Youth Bible Study Group** meets on Wednesday evenings during term time from 4.30 to 6pm during term time.
- **Sewards End Youth Club** meets monthly on the first Friday of the month, in termtime, 7-8:30pm, for school years 5-7. This is for young people living in Sewards End or the surrounding villages.

In addition, we hold ad hoc term-time and holiday activities when our resources permit.

We have close links with the other churches in the town and often come together for youth activities and residential trips such as DTI (Dreaming the Impossible – a summer gathering of young people for churches and youth organisations everywhere)

We have a strong junior choir and Choral Scholar group which are run under the auspices of our Director of Music as well as an affiliated Guide group.

We have thriving children and families groups, normally led by a Child and Families Leader – currently we are seeking to fill this vacancy.



Objectives of the role

- To introduce children, aged 11 to 18, to God's love in Jesus Christ and to nurture them in their faith.



- To encourage and deepen the Christian discipleship of the young people.
- To develop the team of volunteer leaders and helpers and to collaborate with the Children and Families Leader and other members of our churches involved in children and youth work.
- To work with the Ministry Team and the Children and Families Leader to develop and implement the strategy for the children and youth work in the Parish as part of the wider team.

Main duties and responsibilities

1. To work closely with the clergy, child and family leader and other staff in the leadership team to provide a welcoming, valued and safe environment to young people, encouraging them to grow as disciples of Christ.
2. To lead the Sunday and weekday programme for young people at St Mary's and to support the recruitment, encouragement, training and development of the volunteer team working in this programme.
3. To lead Swards End Youth Club with the support of local volunteers.
4. To invest in our relationships with local schools, building on existing connections. Liaising with the Children and Families Leader to support year 6 children at our church and village schools, for their transition into secondary school.
3. To plan and resource creative programmes that engage and encourage young people in their early Christian journey.
4. To provide an engaging and varied programme of events for the young people in our church.
5. To encourage and support young people to explore short term and long-term mission opportunities and Christian training.
6. Lead/co-lead DTI groups and other activities away from church premises, possibly in collaboration with youth groups from other local churches.
7. To ensure, in conjunction with the Parish Safeguarding Officer and the Rector, that the Parish safeguarding policy and guidelines are fully implemented across all children's activities. To adhere to the Parish health and safety and other policies, including carrying out risk assessments for all activities.
8. To organise relevant administration, e.g. logistics, rotas, reports, communication with families and budget management
9. To carry out such other duties as the Rector may reasonably require.

Support and supervision

1. You will report to the Chair of the Children and Youth Committee.
2. You will attend the weekly team breakfast and briefing from 8.20am-9am on Wednesday mornings whenever possible. This informal meeting helps build relationships in the team, shares good news and ensures that support and advice are readily available.

3. You will be a member of the Children and Youth Committee of the Parochial Church Council, meeting roughly 4 times a year, along with other youth and children's leaders in the Parish – for mutual support, planning and accountability.
4. We encourage you to be an active member of St Mary's Church or to demonstrate an ongoing commitment to worship and prayer in another local church.
5. We encourage you to meet regularly with an agreed support group or supervisor.
6. We will support you in undertaking appropriate training in youth work and safeguarding.
7. You will be encouraged to attend the Mustard Seed Team Retreats for Children and Youth Workers three times a year.
8. We will support your ongoing professional development through access to relevant courses and conferences to enhance your skills and knowledge.
9. This role could be undertaken in conjunction with training for a Christian Youth Work qualification.

Salary and conditions

The full terms and conditions (including working hours, salary and final job description) and will depend on experience. This, together with the start date, will be discussed and agreed with you during the appointment process.

As a guide, we will expect you to work 20 hours each week which will include some Sunday mornings, Sunday evenings, the Wednesday team breakfast and leading the Youth Bible Study (currently on Wednesday afternoons). Other hours can be worked flexibly, either in the Parish Office or at home when not attending activities.

Salary is likely to be in the range £14,500- £15,700 (FTE £27,000-29,000) depending on experience and qualifications. You will be entitled to six weeks holiday pa. to be taken during school holidays unless there are exceptional circumstances. You will normally be expected to be available to take part in Christmas and Easter services and activities.

You may choose to join our occupational pension scheme.

This post requires an enhanced DBS check and you must have a continuing right to work in the UK. You will be required to undertake Church of England Leadership Safeguarding Training.

This post is subject to an occupational requirement that the postholder be a practising Christian under part 1 of Schedule 9 of the Equality Act 2010.

Person Specification:

Essential skills and experience:

- Practising Christian (a reference will be required from your current church leader)
- Good knowledge of the Bible and the ability to share this with young people.
- Ability to communicate with children, parents, church workers and members.
- Experience of working with secondary school aged children in a paid or voluntary capacity.

- Proven ability to engage and enthuse the 11-18 age group and to disciple young people with a wide range of backgrounds and church experience.
- Able to handle, with competence, a demanding and varied workload. Excellent time-management and prioritisation skills
- Good personal administration and proficient use of IT
- Good understanding of the need for professionalism in personal conduct. Exercising tact, discretion and confidentiality
- Good understanding of safe practice in a youth work environment and sound knowledge of safeguarding requirements

Desirable skills and experience:

- Advanced level of education – e.g. A levels or Level 3 qualifications in appropriate subjects.
- Qualification in youth work and/or the willingness to undertake such training alongside this role.
- Awareness of issues relating to young people
- Proven ability to recruit, equip, encourage and lead volunteer teams
- Experience of working collaboratively with other youth workers and ministry teams.