



PROJECT LEAD: YOUTHSCAPE 360

JOB DESCRIPTION, PERSON SPECIFICATION & EMPLOYMENT TERMS

KEY RESPONSIBILITIES AND TASKS

1. Project Development

1.1 To lead the development of the Youthscape 360 project according to the strategy, timetable and milestones agreed.

1.2 To work with the South Beds Circuit leadership to effectively engage churches, members and ministers in the project and foster their support and involvement.

1.3 To lead the development of the course content to ensure its cultural and practical relevance to churches and young people and to provide a clear and structured theological basis for the programme.

1.4 To commission elements of the programme to external agencies, authors and creatives as required.

1.5 To manage and run the training pilot evenings including delivering content and working with those attending to apply it to their church context.

2. Project Management

2.1 To develop and implement systems and processes for the external commissioning of materials for the programme.

2.2 To co-ordinate the organisation and facilitation of the Steering Group, ensure meetings are held according to the project schedule and that the decisions of the Group are implemented in an effective and timely manner in the project.

2.3 To manage the project budget, in liaison with the Director of Finance, and ensure that funds are allocated according to the budget and that the required accounting processes are followed.

2.4 To set up and coordinate systems of monitoring and evaluation to ensure the programme can be developed and enhanced effectively.

2.5 To coordinate the development of the project with national agencies and key stakeholders including the Connexional team.

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3. People management

3.1 To manage the Project Support Worker, offering line management and overseeing their day-to-day duties.

4. Other responsibilities

4.1 To participate, as required, in meetings, training and development, and staff activities within Youthscape, including our weekly chapels on Mondays at 9am and attendance at three 48-hour retreats each year.

4.2 To support, as required, other Youthscape work in consultation with Line Manager.

PERSON SPECIFICATION

1. Skills

People skills

- Developing trusted working relationships with people and organisations
- Questioning and listening skills
- Public presentation in formal settings (e.g. church, training session)
- Management of others

Strategic skills

- Project management
- Commissioning work and managing commissions
- Intellectual capability
- Judgement and decision-making
- Creative curriculum development

Personal skills

- Honesty and integrity
- Personal effectiveness and self-management
- Self awareness

2. Knowledge

- Theology and practice of youth work
- Adolescent development and youth culture
- Pastoral care for adolescents
- Models of delivering training programmes

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3. Experience

- Working with young people in formal and informal settings.
- Developing, managing and implementing new activities or projects
- Working with a wide range of organisations and people with differing cultures and beliefs
- Delivering training to youth workers or others

4. Qualifications

- Undergraduate degree (relevant degree preferred)
- Evidence of involvement in training courses, reading, academic study or other personal development
- Clean driving licence

5. Values and ethos

Essential to the role, is a commitment to the ethos of Youthscape. There is an occupational requirement for Youthscape to employ a committed Christian to this role.

CONDITIONS OF EMPLOYMENT

Location	Bute Mills, 74 Bute Street, Luton , LU1 2EY
Salary	From £26,000 depending on experience
Hours	40 hours per week
Holiday	25 working days plus bank holidays
Probation	6 months
Termination	1 month by either party
Start date	Autumn 2018
Length of contract	2 years initial contract

Existing Youthscape terms and conditions of employment apply.

Youthscape is committed to safeguarding the welfare of young people and expects all employees to share this commitment. All appointments are subject to a satisfactory references and DBS check being received.

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