

Erskine Parish Church

Registered Charity Number SC017177

Youth Outreach Worker (Two Year Fixed Term Contract)

Job Description

1. Purpose and Scope of Post

The position of Youth Outreach Worker is a new post for Erskine Parish Church. It is a critical component of the church's vision to develop lasting links with young people in the community, primarily those between 12 and 18 years of age.

The post has been established to initially build on existing links with the local high school (Park Mains) and uniformed organisations that are part of Erskine Parish Church's life (Boys Brigade and Girlguiding). Thereafter, it is hoped that further links can be developed with the wider youth community.

The postholder will be expected to

- Expand on existing links with Park Mains High School and EPC's young people to create groups with a purpose (eg spiritual growth, fundraising, community events)
- Explore potential for building constructive relationships with other young people within the community
- Work with the Minister and Kirk Session to set objectives and monitoring indicators for the groups
- Prepare progress reports for the Minister and Kirk Session as required

The post will be line managed by the Minister and supported by the Kirk Session and other members of the congregation, but it is largely a lone working role and will require flexibility and self-discipline.

The post has been funded through the Church of Scotland's Seeds for Growth Fund and Benefact Trust for two years, hence the fixed term nature of the contract. There is potential for further funding for an additional year, the postholder will be kept updated of progress in this regard.

The nature of the role means that the postholder is required to be a practicing Christian with a live church connection. (This is a Genuine Occupational Requirement in terms of the Equality Act 2010)

Also in view of the nature of the post, the postholder will be required to be a member of Disclosure Scotland PVG Scheme and have an up to date PVG certificate.

This job description is indicative of the nature and level of responsibilities associated with this role. It is not exhaustive. The job holder will be required to undertake other appropriate duties relating to the position as the role evolves over time.

2. Workplace, Hours of Work and Salary

- 2.1 The post will be office based in Erskine Parish Church although much of the work will be undertaken in the school and wider community within Erskine.
- 2.2 Working at home may be permitted for some activities with the Minister's express permission.
- 2.3 The post is for 35 hours per week and includes weekends and evenings.
- 2.4 Working patterns will be agreed between the postholder and Minister in accordance with prevailing requirements. Hours worked in excess of 35 in any week will be remunerated by time off in lieu.
- 2.5 The salary is based on the Church of Scotland's MDS scales, £27,566 rising through annual increments to £31,163.
- 2.6 Salaries are paid calendar monthly through bank transfer.
- 2.7 A weekly log of hours worked and summary of tasks should be completed by the postholder and submitted to the Minister or other named individual.

3. Accountability

- 3.1 The Youth Outreach Worker is accountable to the Kirk Session through the Session Clerk.
- 3.2 The Youth Outreach Worker is responsible to the Minister on a day to day basis for project activities and to the Kirk Session for specific tasks.

4. Support and Supervision

- 4.1 The Minister will have responsibility for supporting the Youth Outreach Worker in planning, implementing and reviewing specific goals and objectives.
- 4.2 The postholder will report to the Kirk Session and attend their meetings when required.
- 4.3 The Minister will meet with the Youth Outreach Worker on a regular basis to set and review tasks and objectives.
- 4.4 Named members of the Kirk Session will provide theological reflection, coaching and mentoring, and support as required on specific tasks.
- 4.5 The Young People and Families Core Group will provide support as required and serve as a first point of contact for any pastoral issues.
- 4.6 The Minister will be responsible for arranging regular Supervision meetings and for addressing any issues arising.
- 4.7 The introductory induction programme will be delivered by other volunteers from the Core Groups and Trustees.

5. Remit and Duties

As the post evolves, some duties will be replaced with new requirements. The postholder should use supervision meetings and discussions with the Project Team to generate new ideas.

- 5.1 In conjunction with Park Mains High School, build relationships that will encourage young people to engage with Erskine Parish Church in a variety of ways.
 - 5.1.1 Develop a lunch club in the school or EPC's Hub with a view to introducing Christianity and bible study in a way the pupils can relate to.
 - 5.1.2 Explore the potential to create a safe space in the church for pupils to meet up, study or complete homework.
 - 5.1.3 Explore demand for podcasts and short articles on Christian living for young people in our community.
 - 5.1.4 Encourage participation with EPC through school's Giving Back initiative
 - 5.1.5 Finalise planning and deliver a local evening drop-in club in the church building for high school-aged youth.
- 5.2 Beyond the school, develop relationships and links with the local youth community
- 5.3 Work with the church's uniformed group leaders to establish events and activities that can be led and implemented by the young people
- 5.4 Identify effective and appropriate patterns of worship for different age groups within the young person range
- 5.5 Explore potential for using digital platforms for appropriate activities such as virtual prayer meetings and worship

6. Induction and Training

6.1 At the start of the contract an introductory induction programme will cover essential policies and procedures relevant to the post. These will include:

- Organisation and Structure of Erskine Parish Church
- Safeguarding Policy and Procedures and Code of Conduct
- Data Protection and GDPR
- Health and Safety
- Financial Procedures
- Lone Working
- Security Procedures

6.2 EPC encourages and promotes continual learning and self-development. This may be through reading, external or in-house training sessions or conferences. The Minister and Project Team will be responsible for ensuring that an appropriate budget is established to meet the Youth Worker's training needs.
