**Job Description and Person Specification**

**Job Title:** Youth Development Leader

**Place of work:** Uddingston: Viewpark Parish Church of Scotland, 400 Old Edinburgh Road, Uddingston, G71 6PJ with travel in and around the local area as required

**Type of contract:** 3 years fixed term

**Hours of Work:** 20 hours per week (1 FTE = 35 hours) - varied schedule including evenings and weekends

**Reporting to:** Youth Development Project Management Team (minister and two others)

**Line Manager:** Minister

**Main aims of post**

To facilitate and further develop the TeenSpace Project

The TeenSpace Project involves working with young people from 11 to 17 in conjunction with a range of ecumenical partners and other voluntary and statutory bodies. A wide range of volunteers is involved.

The Youth Development Leader will be passionate about the Good News of Jesus Christ and the spiritual development of young people. The Youth Development Leader is expected to worship at Viewpark and be actively involved in the life of the congregation in order to become familiar with the congregation and the wider work undertaken there.

**Remit**

Key Development Actions

• Create and develop an implementation strategy to achieve the wider actions of the project

• Develop appropriate support mechanisms and training for our volunteers

• Develop and extend our existing partnerships

• Encourage and support the spiritual maturity of our young people, including their prayer-life

• Support the physical needs of young people using the project

• Encourage our congregation as we support our young peoples’ development.

**General Duties**

• Build relationships with young people, our volunteers, and others in the local community such as head teachers, other youth workers and local leaders.

• Meet with and report to the Minister for line management and prayer.

• Attend other meetings as required.

• Use various communication channels for the youth development work in an appropriate manner.

• Work with relevant individuals to ensure the proper recruitment of volunteers for project work.

• Work within the church Safeguarding policies and ensure standards are held to the highest level.

**Skills and Experience**

Essential

• Committed Christian with a live church connection (this is a Genuine Occupational Requirement in terms of the Equality Act 2010).

• A passion for working with young people, an awareness of current issues affecting young people and gift for communicating with them in a relevant way.

• Excellent interpersonal skills in working with a wide range of people including church volunteers, schools, local leaders and other Christian workers.

• Experience of starting projects and delivering to completion.

• Excellent time and priority management skills.

• Ability to produce meaningful reports and presentations.

* Ability to work unsupervised and manage own work performance effectively

Desirable

• A degree qualification or equivalent in a relevant discipline.

**Additional Information**

• Salary is aligned to the Church of Scotland Ministry Development Staff (MDS) “Team Leader” Scale pro rata. This scale is currently set at £29,535 - £33,389 per annum and is adjusted annually by the General Assembly Trustees. The successful candidate would normally start on point 1 of this 5-point scale and move up in annual increments on the anniversary of appointment.

• 8.5% (cumulative) employer’s pension contribution.

• 5 weeks’ paid leave plus 7 bank holidays per annum.

• Travel expenses, paid monthly, by public transport or by use of own car (if appropriate) at rates agreed by your line manager and reviewed annually.

• As part of a professional development, time and budget will be given for training.

• A Disclosure Scotland PVG Scheme check will be performed.