

Appointment of

# **YOUTH AND FAMILIES WORKER**

Tranent Parish Church, Presbytery of Lothian and  
Borders Closing date – 12 noon Monday, 15 July 2024

Job Reference Number: M11/24

Responsible to: Minister of Tranent Parish Church



## About the Church of Scotland

The Church of Scotland is a national Church providing ministry, care, witness and service across the whole of Scotland and engaging in other parts of the UK and across the world. It has been a significant part of the life of Scotland for more than 450 years. As well as providing worshipping communities of faith that testify to the truth and relevance of the Christian faith, it also plays a significant part in the community life of Scotland in a variety of ways and adds significantly to its social capital.

The Church of Scotland today works in partnership with others, including churches from around the world, ecumenical partners, interfaith networks, charities and individuals. It engages with Government and civic society, believing that the Good News of Jesus is relevant within the spheres of politics and decision-making, as well as in our local communities and congregations.

## Ministries Development Staff

Working in the parishes across Scotland, our Ministries Development Staff (MDS) provide additional support locally to complement the work of Parish Ministers. Employed by the Ministries Council of the Church of Scotland, the work that is carried out by our MDS colleagues is invaluable in making a difference to the lives of people in our churches and communities. The Ministries Council employs over 100 staff who are working in roles such as Deacons, Parish Assistants, Children, Youth and Family Workers, Outreach Workers, Pastoral Assistants and Community Development Workers. With support provided centrally from the Faith Action Programme and Human Resources team in the national offices, our MDS colleagues will have access to a full suite of wellbeing and learning opportunities. This sits alongside local collaborative working between line manager, kirk session and presbytery.



## About the Parish

The town of Tranent has a population of about 12,500 and, along with the village of Elphinstone, is a single charge. It contains one secondary school Ross High and four primary schools, Sanderson's Wynd, Windygoul, St Martin's (RC) and Elphinstone Primary. Significant new housing is being developed. Tranent has one of the largest populations of churches in the area.

Our primary task as a Church is to be a witness to Jesus Christ, pointing to Him as Saviour and Lord and achieving this by:

- Welcoming others into our fellowship.
- Building them up in the faith through our commitment to Prayer and Bible Study.
- Providing an opportunity for all to use their talent, abilities and spiritual gifts.
- Going out into the community with the Gospel of Jesus Christ.
- Context of the role

We are looking for the Youth and Families Work to encourage the church connection with schools and the community.



## Role description

### Title of Post:

Youth and Families Worker

### Responsible to:

Minister of Tranent Parish

### Purpose of Post:

To work with the minister of Tranent Parish in developing work with children, youth and families throughout Tranent and Elphinstone.

### Main Duties

- To encourage the youth and families within the Parish to recognise the significance of Jesus in our lives and communities.
- To explore and assess how the church could help to address the needs of families, children and young people within Tranent Parish and take an active role in developing work related to areas of greatest need and interest to the congregation and community.
- Participate in and assist in the planning and leading of worship for young people, outwith the Sunday School (J- Club) and assist in the work of the fortnightly Sunday evening Youth Club and in other youth events and initiatives. Previous initiatives that have been adopted in our youth work have included; Holiday Clubs, Messy Church, School Lunchtime clubs, P7 Transition discussions.
- Participate in school chaplaincy teams at the schools in Tranent and Elphinstone as needed.
- Engage with other local community groups and churches as well as other agencies which support families and young people.
- Recruit, develop and support volunteers and implement any other initiatives the post holder identifies in agreement with the minister.

### Other duties

- To communicate regularly to the Kirk Session and congregation, with information and a vision for the work.
- To contribute fully to the MDS staff review and appraisal process.
- Other reasonable duties as directed by the line manager.



## Person Specification

It is an essential requirement of this role that the post-holder is a committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010.

The successful candidate will have:

- Experience in children, youth and families work
- Experience of developing, running and evaluating activities and the associated processes e.g. risk assessments
- An understanding of issues that affect children, youth and families and the ability to relate to them
- Demonstratable ability to have an innovative and enthusiastic approach to motivating and working alongside volunteers, with an understanding of safe recruitment
- Ability to communicate effectively with others using highly developed interpersonal skills
- Good knowledge of IT packages with experience of using social media in a work context
- Ability to engage with people who have little or no church connection
- Ability to develop and maintain positive relationships with children, young people, their families and volunteer workers
- Excellent planning skills with the ability to prioritise work and workload
- Ability to work with minimum supervision and a readiness to use own initiative
- On-going commitment to continuing professional development including willingness to work towards qualifications and accredited training

It is also desirable, however not essential that the successful candidate will have:

- Experience of working within a school environment.
- Experience of participating in leading worship, particularly with children and young people or willingness to be trained in order to do so
- Qualified to degree level or similar or accredited training in children's/young people/family/community development work, or other relevant qualification or work experience

Applications will be assessed in respect of the above criteria.



## Employment Benefits

As a member of staff within the MDS, you will be able to access a number of benefits. All eligible MDS employees will be automatically enrolled into a defined contribution pension arrangement where you will be auto-enrolled at the default rate of 2.5% employee contribution and 14% employer contribution. You will have the option to reduce your contribution or opt out of the scheme.

### Current Pension Contributions

Employee Contribution	Employer Contribution
0%	11.5%
0.5% and less than 2.5%	11.5%
2.5% and above	14.0%

You will also have access to our Employee Assistance Programme, Occupational Sick Pay, enhanced family friendly policies, Flexible Working Policy, Hybrid Working Policy, Cycle to Work Scheme, Chaplaincy Service and Death in Service Benefit.

## Terms and Conditions

- Salary is based on the MDS scale of £28,815 - £32,575 per annum. This is the full-time salary scale and actual salary will be pro rata to 0.3 FTE. The successful candidate will start at point 1 of a 5-point scale and move up the scale in annual increments.
- Normal hours of work will be 11.25 hours per week (0.3 FTE). The nature of the work calls for a degree of flexibility, thus hours of work, which are as agreed with the line manager, may vary from day to day, including evening and weekend work.
- This is a permanent part time post.
- The post is hybrid with flexible workspace available within Tranent Parish Church.
- There are five weeks paid leave (56.25 hours) in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also nine pro rata statutory holidays. Entitlement increases after five years' service to six weeks (67.5 hours) annual paid leave.
- Travel expenses by public transport or by use of own car (if appropriate) at rates agreed by the employer are payable and reviewed annually.
- Membership of Disclosure Scotland PVG Scheme will be required.
- In order to comply with the Asylum and Immigration Act 1996, the successful applicant will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.
- An employment medical check will be undertaken as part of our recruitment process.

For a confidential discussion regarding the role, please contact Rev Katherine Taylor [ktaylor@churchofscotland.org.uk](mailto:ktaylor@churchofscotland.org.uk)

## How to Apply

Applications should be sent by email to **recruitment@churchofscotland.org.uk** and must be received by 12 noon on the closing date.

Applications should comprise:

- A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description. Please provide reference contact details for your last two periods of employment (this would normally be your direct line manager/supervisor). If you have had more than two employers in the last three years, please provide referee contact details for that period. References will not be contacted until later in the process.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.
- A personal information form, to be downloaded and attached.

Applications without a CV, personal statement and personal information form will not be taken forward in the process.

Each document should be a maximum of two sides of A4. For more information on any of our roles, please contact **recruitment@churchofscotland.org.uk**