

9 November, 2023

### **POST OF YOUTH WORKER (NEWBURY METHODIST CHURCH)**

Thank you for your interest in the Circuit and for seeking further information for the above vacancy. The remaining pages of this document provide an Application Pack containing the following information:

- Job Description
- Person Specification
- Application form
- An equality and diversity monitoring form

If you wish to make an application, please complete the application form and return it to the Kennet and Test Valley Circuit office at 11 Lapwing Rise, Whitchurch, Hampshire RG28 7SU. **Please note the closing date and time of November 20<sup>th</sup>, 2023 at 17:30.**

It is essential that every section of the application form is completed. Please read the job description and person specification carefully as these form the basis of our shortlisting process.

For details on how we use the information you provide during the course of a job application, please see our privacy notice which is available from: <https://www.t MCP.org.uk/about/data-protection/managing-trustees-privacy-notice>

It is anticipated that shortlisted candidates will be notified as soon as possible after the closing date and will be called to an **interview on 28<sup>th</sup> November, 2023**. We will do our best to write to applicants who are not shortlisted, but if the response to the advertisement is substantial this may not be possible. In this case, if you do not receive an invitation within three weeks of the closing date please assume that on this occasion you have not been shortlisted.

It is good to have your interest in this post and we look forward to receiving your application.

## JOB DESCRIPTION

<b>Job Title</b>	Youth Worker		
<b>Reports to</b>	Minister in leadership and pastoral charge	<b>Location</b>	Newbury Methodist Church
<b>Circuit</b>	Kennet and Test Valley	<b>Salary</b>	£24,960 (pro-rata)

<b>Job Purpose and Objectives</b>	
<p>To be responsible for the pastoral care and development of the youth work programmes for the age range 11-18 years within the church in consultation with the church stewards, circuit stewards and leadership team.</p> <p>To embrace principles and practices of participation in all strategic development of work with children and young people.</p> <p>To enable young people to be fully participating members of the Church/Community.</p>	

<b>Responsible to</b>	The Lay Employee will be employed by the Managing Trustees of the Kennet and Test Valley Circuit and will be line managed by the Minister in pastoral charge at Newbury Methodist Church
<b>Responsible for</b>	No post holders report to this post

<b>Main Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. To oversee and develop work with young people in a consultative process within the church and the local community</li> <li>2. To help young people to explore the Christian faith in a creative and dynamic way and to enable: <ul style="list-style-type: none"> <li>• spiritual understanding and growth</li> <li>• intergenerational engagement</li> <li>• participation</li> </ul> </li> <li>3. To consult with children and young people and in partnership identify their needs and provide a range of social and spiritual education and some intergenerational activities which aim to meet these needs</li> <li>4. To co-ordinate the work of the Friday night youth group</li> <li>5. To network with local voluntary and statutory children and youth providers to build working partnerships which respond to children and young people's needs</li> <li>6. To recruit, motivate and train volunteer youth workers following Safer Recruitment practice</li> <li>7. To establish involvement in local schools and to develop an on-going strategy for the development of a schools programme, in partnership with ecumenical colleagues where appropriate</li> <li>8. To manage and administer an agreed budget to enable the ministry with children and young people to develop</li> <li>9. To undertake any other related duties, identified by the line manager and minister as are within your capabilities and level of responsibility, in order to meet the needs of the work with children and young people</li> </ol>	

## JOB DESCRIPTION

### Terms and Conditions

- Terms of appointment: Permanent (Initial funding for 3 years)
- The salary will be £12.00 per hour
- Normal working pattern: 24 hours per week
- All reasonable expenses will be reimbursed. It is anticipated that these would be agreed with the line manager first.
- There is a contributory pension scheme to which eligible lay employees will be auto enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
- Annual leave entitlement of 20 days per year plus 8 public holidays (pro-rata for part-time workers)
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to three-month probationary period
- Annual budget for training and career advancement plus opportunities for study and for training

### Management

The Lay Employee will have a Line Manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee
- Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission
- Determine priorities for the work
- Prepare a personal development plan with the Lay Employee
- Ensure good communications between all the 'stakeholders' (groups and networks) involved
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter)
- Act as a "sounding board" to the Lay Employee

**PERSON SPECIFICATION**

<b>Job Title:</b>	Youth Worker	<b>Circuit:</b>	Kennet and Test Valley Circuit
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Attributes	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>	Nationally recognised qualification in Children’s, Youth or Community work or equivalent experience evidenced for the role.	Qualification in an aspect of training or adult education	Q
		Professional qualification at degree level and/or membership of a professional body	Q
		A recognised Biblical, theological or practical mission qualification	Q
<b>Proven Ability</b>	Proven ability of working with children and families in a paid or voluntary capacity		A/I
	Proven ability of training adults		A/I
	Proven ability of undertaking and enabling consultation and participation of families		A/I
	Evidence of organising and leading youth events		A/I
	Proven ability of running residential trips		A/I
	Proven ability of networking and establishing working relationships/partnerships		A/I
	Proven ability of working with families from a diverse range of backgrounds and needs		A/I
<b>Knowledge &amp; Skills</b>	Understanding of the Church’s work with youth and families, especially knowledge of Safeguarding and child protection procedures		A/I
	An awareness of the needs and issues affecting young people today	Good understanding of the national Occupational Standards pertaining to work with parents	A/I
	Able to demonstrate awareness of and commitment to the participation of families in the life of the church		A/I
<b>Special Qualities &amp; Aptitudes</b>	Have a personal Christian faith and be active in a church community. This post holds a genuine occupational requirement for the post holder to be a Christian	Able to lead worship	A/I

## PERSON SPECIFICATION

Attributes	Essential	Desirable	Method of Assessment
	Ability to work on your own and as part of a team		A/I
	Ability to organise yourself in order to manage your workload efficiently		A/I
	Ability to establish positive and productive relationships with families, recognising and developing the gifts of others and fostering an environment of participation		A/I
	Ability to plan and deliver activities that are underpinned by principles of participation and spiritual exploration leading to faith formation		A/I
	Ability to recruit, train and supervise a team of volunteers/ sessional children and youth workers		A/I
	Computer skills to use a variety of packages to input and retrieve information		A/I
	Ability to communicate orally with a range of different audiences (children, young people and adults, professionals, church members etc)		A/I
<b>Any Other Requirements</b>	Satisfactory DBS clearance		DBS Application

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation  
G – Group exercise, Q – proof of qualification (certificates or transcripts)  
*(We reserve the right to assess any other aspects of the role in a format not previously described)*

Newbury Methodist church is an inclusive and affirming church. We welcome all people regardless of their sexuality, gender identity, ethnicity, background or disability. We are registered for same-sex marriage and celebrate our diversity in Christ.

## APPLICATION FORM FOR AN APPOINTMENT WITHIN THE METHODIST CHURCH

Please read these notes carefully before you complete the application form.

Thank you for expressing interest in a post within the Kennet and Test Valley Circuit, based at Newbury Methodist Church. These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form. We look forward to receiving your application.

- You should also have received a copy of the job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the job description and person specification, and consider what experience you have that would equip you for this post.
- We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
- Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
- Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
- Your personal information will be removed and will not be submitted to the interviewing panel.
- Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.

### Data protection statement

- *The information that you provide on this form will be used to process your application for employment. We process this information in line with our privacy policy <https://www.tmcpc.org.uk/about/data-protection/managing-trustees-privacy-notice>*
- *If you succeed in your application for employment, the information will be used in the administration of your employment with us.*
- *By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our privacy policy <https://www.tmcpc.org.uk/about/data-protection/managing-trustees-privacy-notice>*

**CONFIDENTIAL**

To be completed by the employing body prior to issue:

<b>Post:</b>	YOUTH WORKER
<b>METHODIST CHURCH/CIRCUIT:</b>	KENNET & TEST VALLEY CIRCUIT
<b>CIRCUIT No.</b>	26/03
<b>DISTRICT:</b>	SOUTHAMPTON
<b>PLEASE RETURN THE COMPLETED APPLICATION FORM TO:</b>	MARTIN BORGARS 11 LAPWING RISE WHITCHURCH HAMPSHIRE RG28 7SU  E-mail: <a href="mailto:kenandtes.circuit@gmail.com">kenandtes.circuit@gmail.com</a>  Telephone: 07885 842231
<b>CLOSING DATE:</b>	NOVEMBER 20 <sup>th</sup> 2023

**Please complete this application in black ink or black type**

Applicant To Complete	
<b>FULL NAME</b>	
<b>POST TITLE</b>	YOUTH WORKER
<b>METHODIST CHURCH/CIRCUIT</b>	KENNET & TEST VALLEY CIRCUIT
<b>CIRCUIT NO. (IF KNOWN)</b>	26/3
<b>DISTRICT</b>	SOUTHAMPTON
<b>CLOSING DATE</b>	NOVEMBER 20 <sup>th</sup> 2023

<b>For Office Use Only</b>	
<b>Date Received</b>	
<b>Application No</b>	
<b>Special needs at Interview</b>	
<b>Shortlisted</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Appointed</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>



1. PERSONAL DETAILS - CONFIDENTIAL	
This will be held by the Circuit before circulating the application form for shortlisting. Items marked with * must be completed.	
Post applied for:	
Where did you hear about the post	
Surname: (Block letters)	
First names:	
Address: (Block letters)	
Post Code:	
Telephone number:	Home: <input type="text"/>
	Daytime: <input type="text"/>
	Mobile: <input type="text"/>
E-mail address:	
National Insurance Number:	
<p><b>WORK PERMIT*:</b> Please be aware that under Sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (<a href="http://legislation.gov.uk">Immigration, Asylum and Nationality Act 2006 (legislation.gov.uk)</a>), it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the Circuit can confirm any offer of appointment e.g. Passport or birth certificate.</p> <p>Are there any restrictions on your right to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please state restrictions and the expiry date of any permissions.</p>	

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Do you have any Criminal Convictions not "spent" under the Rehabilitation of Offenders Act 1974?   
Yes  No

If yes, please supply further details:

**EQUAL OPPORTUNITIES:**

In order to assist us to monitor and evaluate the delivery of our vision for diversity and equality, we would appreciate it if you will complete the enclosed equality and diversity monitoring form. The information provided will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated.

**2. EMPLOYMENT HISTORY**  
List all employers starting with your present or most recent first. Please account for any gaps in employment.

Name and Address of Employer	Position Held	From To Month/Year	Reason for Leaving

Please note here any employment that you would continue with if you were successful in obtaining this role.

**3. EDUCATION AND TRAINING**

Please look at the **Essential and Desirable** requirements in the Person Specification and list details of any **Education and Training**, which you consider to be relevant. Please be precise about awarding bodies, grades, types of membership and dates.

Qualification	Date Obtained	Grade and Membership Number (if applicable)

**4. PROVEN ABILITIES**

Please use this section to demonstrate how you feel you meet the **Essential and Desirable** requirements of the Proven Abilities section of the Person Specification.

**5. SPECIAL KNOWLEDGE & SKILLS**

Please use this section to demonstrate how you feel you meet the **Essential and Desirable** requirements of the Special Knowledge and Skills section of the Person Specification.

**6. ANY OTHER REQUIREMENTS**

Please use this section to demonstrate how you feel you meet the **Essential and Desirable** requirements of the Any Other Requirements section of the Person Specification.

**7. ADDITIONAL INFORMATION**

You are welcome to give additional information, which may be entered, in the space below.

8. REFERENCES	
Please give the names, postal & email addresses, and telephone numbers of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer and may include your minister if relevant.	
1.	
<b>Name:</b>	
<b>Position:</b>	
<b>Organisation Name and Address:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
2.	
<b>Name:</b>	
<b>Position:</b>	
<b>Organisation Name and Address:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
3.	
<b>Name:</b>	
<b>Position:</b>	
<b>Organisation Name and Address:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
It is our practice to approach referees of shortlisted candidates only.	
I give*/do not give* my consent to references being sought in conjunction with my application for employment.	
*(delete as appropriate)	
I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment. I understand that any offer of employment is subject to the Circuit being satisfied with the results of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).	
<b>Signature:</b>	<b>Date:</b>

## Kennet and Test Valley Circuit Equality and Diversity Monitoring Form

### Information for the Applicant

The Circuit aims to have a workforce that reflects the diversity of talent, abilities and skills of our communities. This means that in line with the Equality Act 2010, we will monitor the composition of our workforce to ensure that it is representative and that all staff is treated equally and fairly.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes.

There is no obligation on you to provide information. All applicants will be treated the same whether or not they provide this information. Thank you for your assistance.

The information you provide will be held in the strictest confidence and adhere to the provisions of the Data Protection Act 2018. The Circuit is committed to protecting the privacy and security of your personal data.

For further information please refer to our Privacy Notice which can be viewed here:

<https://www.tmcpc.org.uk/about/data-protection/managing-trustees-privacy-notice>

<b>Name (optional):</b>	
<b>Post applied for :</b>	

<b>Age</b>
Please state your age (number of years):

<b>Gender Identity</b>			
What is your gender identity?			
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Non binary	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> I prefer to describe my gender in another way.			
<i>Please state your preferred self-description of your gender here:</i>			
Is your gender identity the same as assigned to you at birth?			
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say			



Ethnicity			
I would describe myself as:			
<i>Asian or Asian British</i>	<input type="checkbox"/>	Bangladeshi	<i>Black or Black British</i>
	<input type="checkbox"/>	Indian	
	<input type="checkbox"/>	Pakistani	
	<input type="checkbox"/>	Chinese	
	<input type="checkbox"/>	Any other Asian background, please describe:	<i>Mixed/ Multiple Ethnic Groups</i>
<input type="checkbox"/>	African		
<input type="checkbox"/>	Caribbean		
		<input type="checkbox"/>	Black British
		Any other Black/African/ Caribbean background, please describe:	
		<input type="checkbox"/>	White & Asian
		<input type="checkbox"/>	White & Black African
		<input type="checkbox"/>	White & Black Caribbean
		Any other Mixed/ Multiple ethnic background, please describe:	
<i>White</i>	<input type="checkbox"/>	British	<i>Other ethnic group</i>
	<input type="checkbox"/>	Irish	
	<input type="checkbox"/>	Gypsy or Irish Traveller	
	Any other White background, please describe:		
		<input type="checkbox"/>	Arab
		Any other ethnic group, please describe:	
<input type="checkbox"/> Please tick this box if the category in which you would closely associate yourself is not given above, and optionally, also tell us how you would describe yourself:			

Nationality
Country of origin/Nationality/Country you most associate yourself with. I would describe my nationality as:

Religion or Belief				
Which category best describes your religion or belief?				
<input type="checkbox"/> Baha'i	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish
<input type="checkbox"/> No Religion	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh	<input type="checkbox"/> Jain	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Other (please specify):				

Sexual Orientation:		
Which of the following options best describes your sexual orientation?		
<input type="checkbox"/> Heterosexual/Straight	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Gay man	<input type="checkbox"/> Gay woman/ lesbian	<input type="checkbox"/> If other, please specify:

Disability:																
<p>The Equality Act 2010 defines disability as <i>"a physical or mental impairment which has a substantial &amp; long term effect on a person's ability to carry out normal day to day activities"</i>.</p> <p>An effect is long-term if it has lasted, or is likely to last, over 12 months.</p> <p><b>Do you consider that you have a disability under the Equality Act definition?</b></p> <p><input type="checkbox"/> Yes*    <input type="checkbox"/> No    <input type="checkbox"/> Prefer not to say</p>																
<p><b>*If Yes</b>, please indicate the nature of your disability below:-</p> <table border="1"> <tbody> <tr> <td>Mobility/Manual Dexterity</td> <td><input type="checkbox"/></td> <td>Mental Health /</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Long-term medical condition or illness</td> <td><input type="checkbox"/></td> <td>Cognitive Impairment</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Visual Impairment</td> <td><input type="checkbox"/></td> <td>Dyslexia</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Hearing Impairment</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="checkbox"/> Please tick this box if the category in which you would closely associate yourself is not given above, and optionally also tell us how you would describe yourself:</p>	Mobility/Manual Dexterity	<input type="checkbox"/>	Mental Health /	<input type="checkbox"/>	Long-term medical condition or illness	<input type="checkbox"/>	Cognitive Impairment	<input type="checkbox"/>	Visual Impairment	<input type="checkbox"/>	Dyslexia	<input type="checkbox"/>	Hearing Impairment	<input type="checkbox"/>		
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Hearing Impairment	<input type="checkbox"/>															
<p><b>*If Yes</b>, please advise of any reasonable adjustments you require for the purposes of the recruitment exercise:</p>																