[www.teddingtonparish.org](http://www.teddingtonparish.org)

Job Description:

**Assistant Youth Leader and Administrator**

**(Part-time – 16 hours per month)**

We are two churches (known as Teddington Parish) with one vision: “growing faith and friendship for all.” Part of this vision is to offer a fortnightly youth group, enabling young people to grow in faith and friendship. We are seeking a part-time Assistant Youth Leader and Administrator to help run this activity.

We currently run two groups: Younger Youth (6-7.15pm) for young people in Years 6-7 and Older Youth (7.15-8.30pm) for Years 8-9. These groups meet on the 1st, 3rd and 5th Sundays of the month. There is usually an outing once a term and a residential weekend in May organised by the diocese.

**Responsibilities**

* Assist the clergy in leading both Younger Youth and Older Youth on 1st, 3rd and 5th Sundays of the month
* Supervise the young people and ensure general health & safety and rules of conduct
* Set up and tidy up for each session
* Build a rapport with young people and listen to their concerns
* Facilitate and participate in games, activities and discussions with young people
* Administration support, e.g. sending out emails to the group, planning rotas, admin for events and risk assessments

**Required Skills and Attributes**

* Sympathetic to the Christian faith,
* Able to work as part of a team
* Can demonstrate leadership skills
* Able to build rapport and inspire confidence with young people
* Committed to the faith development of the young people
* Competent I.T. and administration skills
* Practical and adaptable
* Valid DBS Check

**Hours of work:**

Total: 16 per month as detailed:

* Termly programme planning, volunteer rota, event planning – 12 hours per term, 3 hours per month
* Pre-session planning/prep – 4 hours per month
* Pre-session communication with families and volunteers – 2 hours per month
* Session work – 7 hours per month

**Remuneration:**

 £160 per month - paid monthly in arrears. (This equates to £10.00 per hour for a 16 hour month and £1,920.00 per annum).

Additional hours will be paid at the rate of £10.00 per hour.

**Applications:**

Please contact Joe Moffatt for an initial conversation and further information:

The Revd Joe Moffatt, Vicar

vicar@stmarywithstalban.org

07742 6185276

Applications to be made by sending CV, covering letter and names of two referees to Joe Moffatt by September 14th 2018.