

JOB PACK

OUTREACH YOUTH WORKER

Oak Church Stevenage, March 2024



This pack will provide you with the following information to help you apply for the role of Outreach Youth Worker:

1. How to Apply
2. About Oak Church Stevenage
3. Job Description
4. Person Specification
5. Details of key terms and conditions

How to apply

To apply for this role please send Jodie Laing:

- Your CV
- A letter expressing why you believe you are suitable for the role and how your experience and passions meet the job description
- Two references (see below)
- A filled out 'Confidential Declaration Form'

For the two references, we require:

- One as a personal/character reference
- Another as an employment reference

For each of these, please provide a name, email address and information on the nature of your relationship. Oak Church will then be able to contact the person, after the interview process, if required.

Key dates:

- Closing date for applications: 22nd April 2024
- Interviews: 28th attending 530pm and 29th April interviews.

If successful, you will be invited for interview.

Return applications to Mrs Jodie Laing at:
Oak Church Stevenage, c/o High Street Methodist, Sish Lane,
Stevenage, SG1 3LS or JodieL@oakchurchstevenage.org

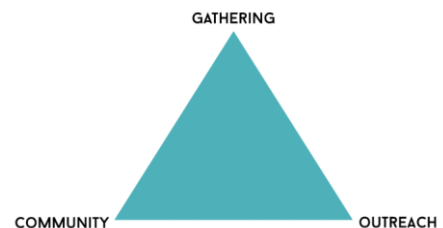
About Oak Church Stevenage

'Oak Church Stevenage seeks to be a youth-focused all aged community that equips people to go on a lifelong adventure with Jesus.'

Oak Church is a part of the Church of England and began as a church plant from Soul Survivor Watford in 2015. In 9 years, Oak Church has grown a worshipping community (those who come to our services or weekly communities) of 93, of which 64% are under 25 years old. We facilitate Sunday services, regular adult, young adult and youth communities, with a town wide youth ministry.

Our mission (see right) is a triangular rhythm of gathering, outreach and community with three values:

- 'Love Extravagantly' (Jesus and Stevenage people)
- 'Live Rooted' (value relationship)
- 'Give Selflessly' (our time, talents and money)



Oak Church Stevenage is part of the Stevenage Pioneer Youth Trust.

You can find more about Oak Church by visiting:
oakchurchstevenage.org

Job Description

To be a part of Oak Church's Staff and Volunteer Team **10% of time**

- Attend weekly staff and prayer meetings.
- Have regular supervision meetings with Pioneer Minister and in turn line manage assistant youth worker and trainee youth worker.

Sunday Services - **15% of time**

- Specific focus of the 5:30pm service, including possible preaching and hosting.
- Drawing in young people on the fringes with 5:30pm service.

To co-lead Oak's engagement with young people with the Pioneer Minister - **30% of time**

- Focus on building relationships with young people
- To take the lead in coordinating and leading the Youth Community on Tuesday nights.
- Offer creativity in Mentoring and discipling Oak young people
- Assist the Pioneer Minister in overseeing other volunteer mentors and mentor relationships
- Plan and help lead youth retreats, road-trips and the summer festival trip (time off in lieu will be given for road trips, retreats and festivals when working hours in addition to your normal schedule)

Oak Church is committed to local secondary schools combining both weekly lunchtime emotional health groups and mentoring young people alongside the schools behavioral team. The role will include - **25% of time**

- Recruit and train volunteer team members to work in schools
- Communication with teachers
- Keep on top of budget and funding streams for schools provision.
- Shopping for schools work lunchtime groups
- Spearhead lunchtime drop in sessions in local secondary schools.
- Lead Radiant with volunteer team
- Other pastoral work to teachers or young people as invited by schools

Building youth outreach strategy with Pioneer Minister **20% of time**

- Be creative in preparing and delivering termly youth nights aimed at young people from schools work.
- Active role in Mugstop and pioneering of new Mugstop hot chocolate outreach.
- Be a link between Oak and the families we meet through our outreach youth work
- Pioneer other outreach as the opportunity arises

Person Specification

Essential:

- Be a committed Christian.
- Be a woman with a passion for engaging young people.
- To have experience or particular heart for engaging with young people from marginalized communities.
- Be able to lead and relate to teams of volunteer youth workers.
- Be able to relate to young people of all gender.
- Be able to work in a team, and be in a church where plans can change last minute.
- Be able to delegate.
- Be able to take initiative.
- Be able to keep confidentiality & manage safeguarding issues appropriately.
- To have creative communication and developed organization skills.
- To have basic IT skills.
- A heart to serve.
- A sense of humor!

Desirable:

- To have some experience of working in secondary schools.
- To understand the values of Oak Church and how they can be applied.
- Strong IT and social media skills and some knowledge of Canva or similar design software.

Details of key terms and conditions

An initial 12-month contract is offered from 1st August or as soon as possible for the chosen candidate. The probation period is three months. The role has an initial three years funding. The role is 32 hours per week, including Sunday, Tuesday and the occasional Friday night. The salary is £20,7k with a Church Worker pension which is 10% paid by the employer and a 5% contribution by the employee. All work related expenses refunded and regular training and attendance at conferences provided.

Five weeks per year annual leave, to include five Sundays and an additional 'compulsory' week after Christmas, which is paid.

There is no direct provision of housing with this role, though help may be given if relocation is required.

It is a genuine occupational requirement for this role to be undertaken by a woman, who has a strong committed Christian faith and a passion for engaging with young people.

This role will require regular direct contact with young people, children and vulnerable adults, so an enhanced Disclosure and Barring Service (DBS) check with barring information will be required of successful applicants, as well as any relevant safeguarding training. All successful applicants will also need to show they have the right to work in the UK.