

# East Kilbride Old Parish Church

Youth & Family Worker

## JOB DESCRIPTION

**Title of Post:** Youth and Family Worker (Part-Time) – East Kilbride Old Parish Church

**Responsible to:** You will be responsible to the Parish Minister of East Kilbride Old Parish Church. The Youth & Family Worker Group, established by the Kirk Session, will help to steer and support you as the work develops.

**Date:** October 2017 (12-month contract)

**Main Purpose of post:** Working with the Minister and congregation to strengthen links with families in the community through increasing the range of activities and support the church currently offers to families and young people.

## MAIN DUTIES

### Children and Families

- research and develop new and existing initiatives to help children, young people and families -
  1. engage more positively with the church
  2. explore, discover and deepen their faith
  3. create opportunities for practical involvement in church activities

### Church and community partnerships

- play an active part in the worship and life of the congregation
- complement the outreach work of existing church groups and teams
- establish relationships with other local groups and organisations already supporting families and young people
- raise awareness of issues affecting local families generally to inform the congregation's prayer and action

### Additional Duties

- provide regular updates to the Kirk Session
- undertake such other duties as may be required from time to time by the Parish Minister.

## Person Specification: Youth and Family Worker

	Essential	Desirable
<b>Skills, Abilities and Knowledge</b>		
Understanding of the issues that affect young people and their families and the ability to relate to them.	√	
Ability to engage with people who have little or no church connection	√	
Commitment to the congregation's spiritual life and ethos	√	
Good planning and administrative skills with the ability to prioritise work and workload	√	
Excellent communication skills both oral and written and the ability to effectively use information technology and social media	√	
Knowledge of Data Protection obligations, the importance of confidentiality and law regarding Safeguarding of Children.		√
Possession of a driving licence		√
<b>Personal Qualities</b>		
Committed Christian with a live Church connection, being a Genuine Occupational Requirement in terms of the Equality Act 2010.	√	
Ability to build relationships with children, young people and parents and other adults in the community and congregation.	√	
Ability to work collaboratively and contribute to effective team working.	√	
Creativity to explore different ways of working and develop new initiatives.	√	
Membership of Disclosure Scotland PVG Scheme		√

## **Terms and Conditions: Youth and Family Worker**

- This is a temporary post for a 12 month period and will be reviewed towards the end of that time. There will be a 4-week probationary period at the beginning of the employment contract.
- The salary will be at the initial point of the scale £22,266 - £27,432 pro rata per annum.
- Normal hours of work will be 18.75 hours per week. The nature of the work will require some evening and week-end working and will call for a degree of flexibility, thus hours of work, which are as agreed with the Parish Minister, may vary from day to day.
- There are 5 weeks pro rata annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 pro rata statutory holidays.
- The post is based at East Kilbride Old Parish Church.
- The applicant will be expected to participate regularly in worship and in the life of the church.
- Travel expenses by public transport or by use of own car will be paid at rates as agreed by your Employer and reviewed annually.
- There may be opportunities for some clerical work to be undertaken from home in which case suitable IT and mobile phone facilities will be provided by the congregation.
- In view of the nature of the post, the postholder will be required to have membership of the Protecting Vulnerable Groups Scheme (PVGA) for work with children.

Informal enquiries may be made to Rev. Anne Paton:

Tel: 01355 220732

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Scottish Charity Number: SC000609  
[www.ekopc.org.uk](http://www.ekopc.org.uk)