

Job Description: Hub Leader (Addlestone)

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| Salary | £40,690 to £44,280 (Dependant on experience) |
| Grade | 4 – Senior Technical / Advisory |
| Team | Youth Catalyst Team |
| Line Manager | The Youth Catalyst Project Lead |
| Line Reports | Non-Managerial Supervision of Trainees |
| Contract Duration | Permanent / Fixed Term |
| Contract Type | Full time |
| DBS Check Requirement | Enhanced |

Job Purpose

The role is central to our Youth Catalyst Strategy and is part of the Mission Team at Church House Guildford. The purpose of the role is to pioneer missional activity for young people in and around the secondary School Hub, introducing young people to the Gospel of Jesus Christ and encouraging them to grow in their discipleship. This will involve establishing new mission and discipleship activities in the school, establishing termly worship gatherings, building links with churches and youth ministries, and supporting Trainee youth leaders in the area.

Relationships

- School - Work with the school staff team, especially the School Representative, chaplaincy, and pupils to develop missional activity within the school.
- Parish - Build relationships with local churches, incumbents, youth teams and young people to support and nurture pioneering mission in the church, school, and parish.
- Local Area - Discover and discern helpful community links in the area surrounding the school.
- Diocese - Build positive relationships with other Youth Catalyst Project roles, including the other Hub Leaders, Gathering Team and Trainees and Head of Safeguarding. Work collaboratively with Mission Enabler Team and understand the PNP process and involvement in the consultancy process that follows as required.

Responsibilities

Administration and management of the School Hub

- Create an annual workplan to work out the Youth Strategy in the School Hub and monitor progress and providing monthly/quarterly reporting
- Manage an annual budget of £3k, monitoring monthly expenditure and variance and providing monthly/quarterly BvA reports to the Project Co-ordinator
- Ensure all work is delivered according to schools and diocese's safeguarding guidelines so that young people are confident of their safety and security in the hubs.
- Keep attendance, mission, and discipleship records to aid with reporting to diocese and donors
- Develop, organise, plan, and deliver effective safe sessions within the school that pioneer mission and deepen discipleship.
- Support the Project Lead in the development and deployment of Trainee Leaders across the diocese.

- Provide technical supervision, coaching and discipleship/training to Trainee leaders in your Hub area so that they improve their practice and effectiveness

Hub Leadership in School

- Build effective relationships with the Chaplain, working under their direction in the school, and the school leadership, so that the project can be delivered as intended
- Develop and refine the project and apply lessons learned and ensure it is rolled out effectively in the school environment.
- Act as a catalyst for mission within the school setting by developing relationships with school staff and young people and developing appropriate missional projects and activities.
- Support current chaplaincy provision with missional activity
- Work with the Gathering Team to host regular critical mass worship events in the school.
- Work with the Gathering Team to organise an annual mission week in the school.
- Build links with local youth leaders and clergy and partner with them to nurture missional activity within the school.
- Develop a discipleship structure in the school utilising the small group framework.

School-Specific Requirements

- Understand and comply with school's policies.
- Work under the authority of the School Community Manager.
- Develop Spirituality within the school context.
- Play an active role in supporting RE, Collective Worship and to work with Heads of year to promote resilience and wellbeing.
- Support the carol services and other activities that connect Jubilee High to St Paul's Addlestone.

Hub Leadership beyond the School

- Understand, utilise, promote, and develop the frameworks for small group discipleship and critical mass worship gatherings to be utilised in churches in the Hub area.
- Build a support network for local youth leaders, (employed and volunteer), that provides relational, pastoral, discipleship/ development opportunities (possibly in the context of worship alongside the Gathering Team).
- Work with local churches and youth ministries to offer social and residential opportunities that introduce young people to Jesus Christ and deepen discipleship.
- Provide non-managerial supervision of Trainee youth leaders in local churches participating in the Youth Catalyst project.

Wider Responsibilities

- Attend and lead events which will often be in the evenings and at weekends
- Work closely with the Gathering Team to develop digital discipleship and evangelism resources appropriate for evangelising and discipling young people.
- Play a role in PNP Youth ministry consultancy as required General.
- Practice and model being a disciple of Jesus Christ. To actively listen and seek God's guidance for the pioneering mission.
- Attend weekly line management and fortnightly Team Training / Review Meetings
- Be a proactive member of the school team and wider Church House team in Guildford and contribute to the life and work of the diocese as a key member of the youth strategy.
- Be a source of expertise on youth ministry, keeping up to date with the latest research and best practices.
- Be a reflective practitioner and be attentive to the changing patterns of mission, both generally and within youth ministry.
- Work closely with the strategy leads for Children and Youth, Evangelism & Discipleship and Online ministry to realise synergies.
- Carry out duties in line with DBF's policies and procedures, including safeguarding, data protection, health and safety and equal opportunities.

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. Due to the evolving nature and changing demands of our service to the diocese this job description may be regularly reviewed to ensure it is an accurate representation of your post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the Organisation.

Person Specification: Hub Leader (Addlestone)

| | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> Diploma / Degree in Theology, youth ministry or youth work | <ul style="list-style-type: none"> Ordained in the Church of England |
| Experience | <ul style="list-style-type: none"> Experience in missional youth ministry Experience of working in secondary school settings Ability to lead worship gatherings | <ul style="list-style-type: none"> Experience of Church of England Parish ministry |
| Skills & Knowledge | <ul style="list-style-type: none"> Broad awareness of trends in youth culture Strong missional practice to young people Good understanding of principles and practices of effective youth ministry Good understanding of safeguarding practices Strong speaking and listening skills and IT literate | <ul style="list-style-type: none"> Social Media Skills Experience of leading / coaching or developing others |
| Personal | <ul style="list-style-type: none"> This role carries an occupational requirement to be a practising Christian in accordance with the Equality Act 2010. Fully supportive of the aims and mission of the Church of England. Able to work on own initiative as well as being a team member who is prepared to take well-informed decisions. A high level of integrity and discretion, ability to handle confidential information with diplomacy and sensitivity. A warm and open demeanour. Always presents a professional and positive image. Able to travel around the diocese from time to time, with a full, driving licence. Ability to establish credibility and respect and build strong working relationships with young people and a wide range of colleagues. Flexible and willing to adapt to changing priorities and working patterns; understand and appreciate different perspective on issues. Demonstrates an approach to work that is characterised by commitment and energy. Demonstrates servant leadership A personal faith and passion to contribute to and engage in fellowship with others who has healthy spiritual practices of Bible reading and prayer | |