



The Diocese of
Southwark

Job Information Pack

Apprentice in Children and Youth Ministry

We are looking to appoint eight children and youth Apprentice style-workers. They will have the opportunity to gain skills and experience in supporting children and young people in a parish whilst studying mostly on-line for a Certificate in Higher Education in Theology, Mission, and Ministry with Ridley Hall, Cambridge.



Closing Date: Midnight, Sunday 6th July

Interviews will be held on either Monday 14th July

**Christ
Centred**
**Outward
Focused**



Diocesan Staff Purpose

To lead, enable, serve, support, and enable the mission of God as it is worked out in the parishes, deaneries, schools, and communities of the Diocese of Southwark.

Diocese of Southwark Job Description

Job Title:	Apprentice-style Children and Youth Worker (28 hours a week)
Reporting to:	Line Manager
Location:	Placement based within a parish
Key Relationships:	Line Manager Programme Lead for Apprentice-style Children and Young People Worker (Director of Discipleship, Lay Ministry and Continuing Ministerial Education) Apprenticeship Programme Coordinator Children and Young People's (CYP) Mission Support Officer Incumbents and other parish and local leaders in the places participating in the Apprenticeship-style programme. Apprentice cohort Ridley Hall, Cambridge staff

Background to the job

This is an exciting opportunity for someone passionate about working with children and young people. It offers the chance to grow in faith, train in ministry, and develop valuable skills and experience. This is a key role, supporting the delivery of our Diocesan strategy, Southwark Vision 2024-2035 is Christ Centred Outward Focused.

As a result of a successful application for funding from the National Church, the Diocese of Southwark has launched the Southwark Diocesan Investment Programme (DIP) - a multifaceted, integrated and transformational programme designed to help resource and implement Southwark Vision and further mission, ministry and growth across the Diocese.

Job purpose / summary

The Children & Youth Apprentice-style workers will play an active role in supporting and delivering children's and youth ministry within their designated parish as part of the Diocese of Southwark's Apprenticeship-style training programme. This role provides a practical learning experience, equipping the Apprentice with the necessary skills, knowledge, and confidence to engage, help grow in discipleship, and mentor children and young people within a church setting.

As part of their development, the Apprentice will undertake online training with Ridley Hall to gain a Certificate in Higher Education in Theology, Mission, and Ministry (Level 4). The Apprentice will be expected to attend an induction weekend at Ridley Hall, Cambridge, in September as part of their initial

training and orientation. Study time will be allocated alongside their parish responsibilities to ensure a balanced approach to learning and children's and youth work experience

Under the guidance of their parish line manager and in collaboration with the Diocesan Apprenticeship style programme team, the Apprentice will gain practical experience in planning and leading activities; supporting church-led youth initiatives. They will also contribute to the wider mission of their church community. Regular progress reviews will be key to the role, ensuring ongoing support and fostering both professional and personal growth.

This opportunity is designed to develop and increase the next generation of children's and youth workers, equipping them with leadership and ministry skills, and a deeper understanding of faith as they serve, support and enable children and young people. Apprentices will play a vital role in expanding Children, Youth and Family ministry, encouraging both numerical growth and spiritual development. They will also have an opportunity to deepen their own faith, gain a qualification and experience of youth and children's work.

Apprentices will also be able to attend children's and young people's workshops and training sessions run by the Diocesan Children and Youth Ministry (CYM) team and other Diocesan departments. These sessions will provide additional learning, networking, and skills-building opportunities to complement their training and practical experience within their parish placement.

There is an occupational requirement that the post holder is a Christian under the Part 1 of Schedule 9 to the Equality Act 2010.

The applicant must have the right to work in the UK for the full three year duration of the training programme at the time of commencement. Appointment will be subject to satisfactory Home Office Right to Work checks. We are not able to provide certificates of sponsorship for these roles.

The location of each post is dependent on the parish placement.

An offer of employment is subject to a satisfactory Enhanced DBS check.

The Diocese is always keen to encourage diversity of age gender and ethnicity when making staff appointments.

Key responsibilities

Parish placement

- Work collaboratively with the parish team, under the guidance of the line manager in the parish, to support and develop children's and youth ministry within the church and wider community.
- Work with the parish to plan, develop, and lead children's and youth activities, including Sunday groups, midweek sessions, special events, and new faith-based initiatives that engage young people.
- Engage with children, young people, and their families to build positive relationships, encourage spiritual growth, and increase attendance at parish services, events and activities.
- Attend regular meetings, with the parish line manager.
- Undertake necessary administration surrounding the children's and youth work initiatives.
- Assist in evaluating and reviewing the impact of children and youth work, contributing to discussions on how to improve and grow children, youth and family engagement within the parish.
- Contribute to the life of the church, participating in prayer and worship, fellowship, and community outreach as part of the Apprenticeship experience.
- Adhere to the policies, procedures and guidance outlined in a Safe Church, to ensure the safety and well-being of children and young people.

Diocesan support & development

- Attend progress reviews with the Diocesan Apprenticeship-Style Programme Team for ongoing support and development.
- Work with the Diocese to access resources, guidance and support, training networking opportunities and mentoring
- Collaborate with other Apprentices and youth workers across the Diocese, attending Apprenticeship group meetings and events.
- Attend optional workshops and training sessions run by the Children and Youth Ministry (CYM) team and wider Diocese departments.
- Work with the parish to ensure all safeguarding training is regularly undertaken.

Learning and evaluation

- Undertake training through Ridley Hall, Cambridge setting aside dedicated study time on Mondays, which includes two hours of online learning and five hours of independent study, to work towards a Certificate in Higher Education in Theology, Mission, and Ministry (Level 4).
- Foster a learning culture by actively seeking opportunities for growth, reflecting on both successful and challenging experiences to improve future performance.
- Contribute to parish and Diocesan learning by sharing insights and feedback, ensuring valuable lessons are gathered and passed on to the Line Manager and Apprenticeship Programme Coordinator.

Health and safety

Employees must take responsibility for their own health, safety, and well-being, as well as consider the safety of others who may be affected by their actions. Within the parish, Apprentices must follow all relevant health and safety procedures, ensuring a safe environment for children, young people, and the wider church community. They must cooperate with both Parish and Diocesan leadership on Health and Safety matters, comply with all guidance and procedures, and report any accidents, incidents, or concerns as soon as possible to their Line Manager, or other senior staff members.

Equality and diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Confidentiality

Maintaining confidentiality and preserving the integrity of our work in both the Diocese and the parish is essential. Apprentices must not, except as authorised by the Diocese or parish, or as required by law or their duties, use, divulge, or disclose to any person, firm, or organisation any confidential information. This includes information about individuals, parishes, the Diocese, or any other sensitive matters relating to the organisation, finances, dealings, and affairs of the Diocese and parish that may come to their knowledge during their employment.

Any other duties

A core value of Diocesan and parish staff is collaborative team working. The responsibilities outlined above do not encompass all tasks that may be required of the postholder. Apprentices may be asked to perform additional duties as directed by the Diocese or parish leadership from time to time, in line with the needs of the role and ministry.

Person specification

This role is subject to an enhanced DBS check

Essential	Desirable
Experience and qualifications	
No formal qualifications required; however, a commitment to learning, development, and continuous improvement is essential.	Experience of working with volunteers within a church or community setting.
A passion for working with children and young people in a church or community setting.	Experience of engaging with families to support children's and youth work
Willingness to undertake formal training through Ridley Hall, Cambridge	A basic understanding of theology, mission or ministry.
A commitment to understanding safeguarding principles and adhering to safeguarding policies.	Experience of assisting or leading children's or youth ministry within a church context.
Skills/Aptitudes	
Ability to engage with children and young people in a positive and supportive way.	Creativity in designing activities and resources for children and young people.
Good organisational skills	Ability to use social media or digital tools for Ministry.
Ability to work well as part of a team and independently when required.	Musical, artistic or drama skills that could enhance children's and youth ministry.
Good verbal and written communication skills.	Ability to assist in worship for children and young people.
Basic IT skills, including Microsoft Office and online platforms.	A willingness to pray for those with whom they work
Ability to engage with a variety of people from differing backgrounds and positions of authority	
Able to plan and manage time well.	
Character and personal qualities	
A commitment to personal and spiritual growth and development.	A desire to explore a long-term calling children's, youth ministry (lay or ordained Ministry).
Enthusiastic and proactive in supporting the vision of the parish and Diocese.	Open to learning and receiving mentoring and support.
A flexible and adaptable approach to work.	Ability to work outside normal hours, including residential events or retreats.
Reliable, responsible and committed to the role.	



The Diocese of
Southwark

TERMS AND CONDITIONS

Children & Youth Apprenticeship (Part-Time)

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be your parish placement, although you may be required to have meetings offsite around the Diocese or at Trinity House.

Contract 3 years, fixed term.

Salary The post has a salary of up to £20,166.00 per annum, based on 28 hours per week on the London Living Wage.

Hours of work

28 hours per week: 7 hours dedicated to study and up to 21 hours working within your parish, including time spent serving on Sundays.

There is flexibility on the working pattern of this role, with the hours and days of the week to be agreed with your parish placement. (Flexibility will be required for regular evening or out of hours meetings in order to fit in with the needs of the parishes. Time off in lieu, will be granted with the prior approval of your line manager).

Holiday Entitlement

You will receive 21 days annual leave (26 days pro rata), increasing to 25 days after 2 years' service. There is also an entitlement to 6 bank holidays (8 days pro rata for part-time hours). The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Standards of Behaviour and Conduct

Staff are expected to always act with respect and consideration for others, conducting themselves in a manner that reflects their role as employees of the Church and as professionals, regardless of their position.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Cycle to Work Scheme

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Employee Assistance Programme

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

Working Expenses

Reasonable out of pocket expenses will be reimbursed. In addition travel to formal training and subsequent expenses to be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The Diocese of Southwark serves...

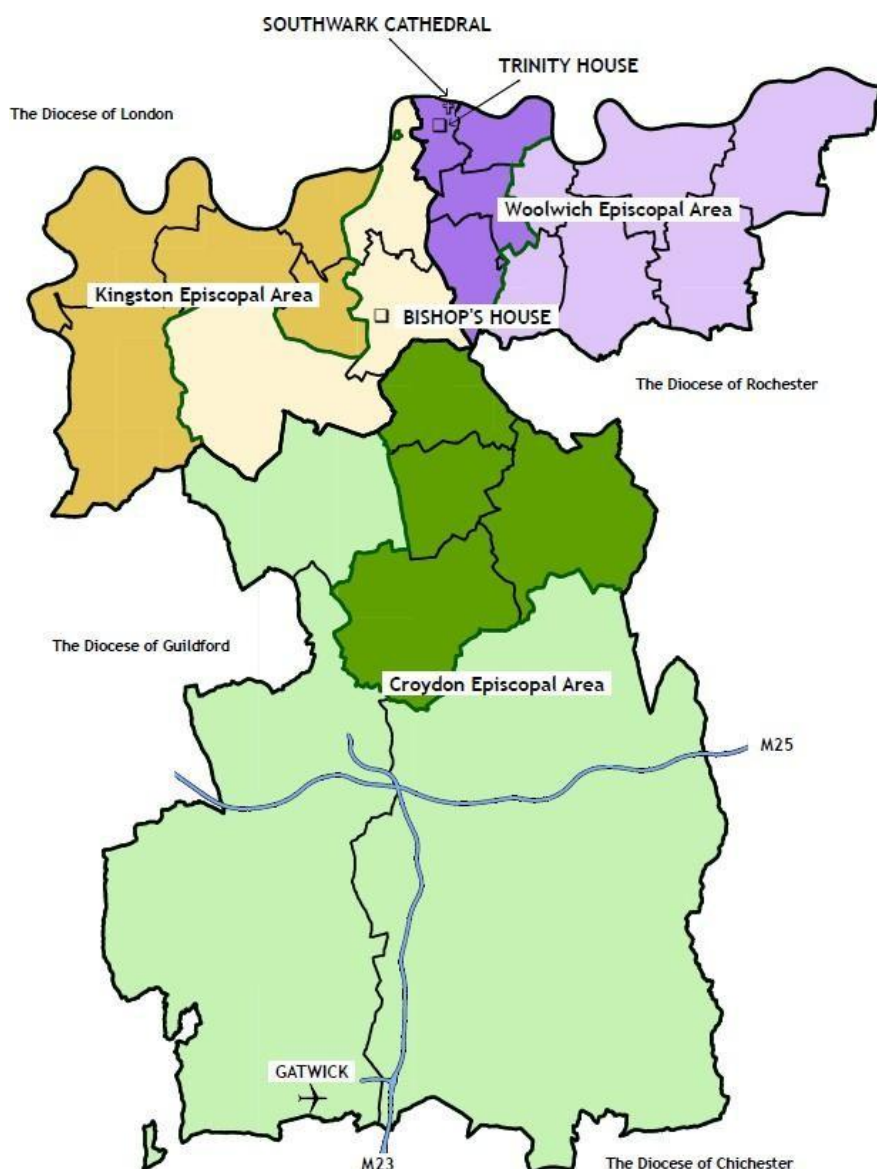


2.9 million people

in the **16** local authorities of South London and East Surrey

through **356** places of worship – a church of England presence in every community

and **103** church schools educating more than **37,000** young people



The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

SOUTHWARK VISION 2024 – 2035

Christ Centred | Outward Focused

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways.

Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

Our priorities are:



Parishes

We value all our parishes and are committed to enabling and serving them, so they can minister to the whole people of God in their local context.



Ministry

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced and well-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.



Growth

We will grow our existing churches, including revitalisation initiatives, and establish new worshipping communities. We want to see our Diocese surpassing pre-pandemic levels of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.



Youth & Diversity

We are committed to becoming a younger, more diverse Diocese. We wish to see our churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.



Deepening our discipleship

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.



Healing

We will seek God's healing for our communities and our world. Christ's call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.



The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Vision and priorities. These are known under the banner of ‘Lead, Enable, serve’ and are summarised in the table that follows below.

<p>DIOCESAN STAFF PURPOSE</p> <p>To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.</p>
<p>DIOCESAN STAFF AIMS</p> <ul style="list-style-type: none">• To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.• To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice.• To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.• To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.• To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.
<p>DIOCESAN STAFF VALUES</p> <ul style="list-style-type: none">• Effective Stewardship of resources• Collaborative Team Working• Respect for all• Transparent Accountability