

Job Description and Person Specification

Job Title	Children and Youth Apprentice
Reports to	Apprentice Co-ordinator / Parish Supervisor (Vicar/Curate)
Team	Children and Youth
Department	Children and Youth
Location	TBC
Contract type	Fixed term (3-year contract). Part time – 21 hrs/week.
Job Grade	J
Job Purpose	<p>The purpose of the Children and Youth Apprentice is to support parishes in their work with children and youth from 0-18 years of age. The postholder will foster positive relationships with children and youth attendees, support existing church activities, and develop new programmes to deepen their involvement and faith.</p> <p>Through this role, the postholder receives training and experience working with youth/children, including high quality training from Ridley London, the London Training Centre of Ridley Hall and Cambridge. Following the contract, the postholder will receive a Certificate in Higher Education (Level 4) in Foundations in Theology, Ministry and Mission, with a focus on youth and children's work.</p>
About the London Diocese Fund (LDF) and the Diocese of London	<p>The Diocese of London is the group of Church of England organisations located in North London. It comprises of c400 parishes north of the River Thames and within the M25 motorway, and also includes, schools, chaplaincies, missional communities, and other organisations.</p> <p>The LDF is the employment body and the central team that serves and supports the Diocese of London.</p>
Our Mission, Values, Ambitions and Priorities	<p>Mission: <i>For every Londoner to encounter the love of God in Christ.</i></p> <p>Values: <i>Creative, Together, Thriving, Respectful</i></p> <p>Ambitions: <i>Confident Disciples, Compassionate Communities, Creative Growth.</i></p> <p>Priorities: <i>Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.</i></p>
Equality, Diversity, and Inclusion Statement	<p>The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.</p>

Job Scope

Direct and indirect reports	N/A
Budget responsibilities	N/A
Revenue responsibilities	N/A
Key Relationships	<ul style="list-style-type: none">• Children and youth apprentice team• Parish team• Children and youth attendees of parish

Job Responsibilities

- Develop and maintain positive relationships with children and youth attendees of the parish.
 - Support existing activities, such as Sunday school, messy church, youth group etc, as required.
 - Plan and deliver new programmes of activity to increase the involvement of children and young people in the life of the church and deepen their faith, as required.
 - Maintain existing links with local schools/community groups and/or develop an outreach plan to local schools.
 - Lead a discipleship course for young people, as required.
 - Undertake the administration surrounding the children and youth work initiatives.
 - Take part in weekly team and prayer meetings in the parish and attend supervision meetings with the Parish supervisor on a regular basis.
 - Participate in group meetings with other apprentices.
 - Participate in all relevant training with Ridley London and the Diocese.
 - Undertake any other duties that are commensurate with the role.
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Qualifications, experience, knowledge, skills, and other requirements	Person Specification		
	Criteria	Essential	Desirable
	<i>Education and experience</i>		
	Qualifications obtained at Level 2 (GCSE or NVQ) or a commitment to achieving these within the first year of the program.	X	
	Experience in youth and children's work and/or community learning and development.	X	
	Experience working within children and/or youth education setting		X
	<i>Knowledge and skills</i>		
	Sound knowledge of Microsoft Office applications		X
	<i>Other requirements</i>		
	Willingness to commit to a three-year apprenticeship programme which will include study, theory-based assessments, regular attendance at college and additional learning activities.	X	
	Christian faith.	X	
	Supportive of the mission and values of the Church of England.	X	
	Right to work in the UK	X	
	Satisfactory DBS check	X	

Person Specification – Competencies and Behaviours	
Focus on Self	Receives and responds professionally to constructive advice.
	Performs all duties in a safe manner and sets appropriate personal boundaries.
	Is reliable and trustworthy; recognises inappropriate behaviour.
	Acts consistent with LDF vision, mission, and values; respects LDF's Christian/Anglican identity and activities.
	Recognises and respects the rights and beliefs of others.
	Listens to input from others to better understand diverse perspectives and needs.
Focus on Others	Allows others time to speak, listens to others when they are speaking asks appropriate, respectful questions and speaks at the right pace and volume for varied audiences.
	Connects positively with colleagues and partners within and outside LDF.
Focus on Team	Effectively engages in supervision and understands expectations.
	Performs all duties in a safe manner, ensuring the safety and well-being of self and others; Identifies and follows safe work practices.
	Understands and adheres to safeguarding and safer churches policy and procedure.
Focus on Service	Plans and coordinates allocated activities; prioritises own work activities on a regular basis to achieve set service delivery goals.
	Completes tasks within requirements; takes responsibility and is accountable for own actions in line with LDF policies and procedures.
	Develops a positive relationship with people based on empathy, respect, generosity, and fairness; keeps people informed of progress and seeks feedback in service provision.
Aligns with strategy	Adopts improvements and innovations; contributes to discussions shares ideas about ways to improve work tasks and solve problems

Note: The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

Please sign below to acknowledge your understanding and acceptance of the job description.

Signatures

Employee Name	Signature	Date
Manager Name	Signature	Date