

DIOCESE OF DOWN AND DROMORE

APPLICATION PACK

for the Post of:

Diocesan Youth Development Officer

(Full-time)

Completed forms should be returned to:

**Mr Roy Lawther
Diocesan Secretary
Church of Ireland House
61-67 Donegall Street
BELFAST
BT1 2QH**

OR alternatively by email to
rlawther@downdromorediocese.org

Applications must be received by 26th November 2021 at noon.

Applications received after this time will not be considered.

The interviews will take place in person at St Donard's Parish Hall, Bloomfield on the 7th December 2021.

Diocese of Down and Dromore

Job Description

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|---------------------|---|
| Job Title: | Diocesan Youth Development Officer |
| Employed by: | Down and Dromore Diocesan Council |
| Reports to: | Bishop's nominated representative |
| Work base: | Based in Church of Ireland House, Belfast. |
| Work area: | The Diocesan area of Down and Dromore and further afield as required. |

Summary of

Responsibilities: The Diocese of Down and Dromore is a vibrant and growing diocese of 111 church buildings and 7 church plants. It is focused on making disciples, raising up and empowering Christian leaders and birthing new ministries and churches.

The Diocese has a parish development team whose role it is to support, encourage and resource parish ministry, including youth and children's ministry. The youth officer works alongside a children's officer, Diocesan development officer and wider Diocesan team.

Main objectives:

- To promote leadership development for young people and young adults including:
 - The provision of the 'Serve' leadership training course.
 - A 'Junior Leadership' practice stream at diocesan initiatives.
 - Leadership skills.
- To advance discipleship growth and encourage parish youth ministry through the provision of a central programme of youth events and initiatives. This will include, but not be limited to:
 - Summer Camps, Adventure Days and Outreach Teams.
 - Saturday Night Live Youth events.
 - Weekend Blast discipleship residential.
 - New discipleship programmes at a parish and diocesan level.
- To support the provision of 'Confirmation' initiatives across the diocese including Confirmation services, residential and follow-up discipleship resources for post-confirmation.

- To work alongside parishes to support the development of models of youth ministry that encourage faith, growth, and outreach to the wider community.
- To put in place strategies to support volunteer and employed youth leaders including the provision of advice, training, accreditation, and relevant resources.
- To develop Sunday evening youth services in venues across the diocese in association with local churches.
- To engage in regular and effective communication with stakeholders in youth ministry across the Diocese and beyond, using a broad range of methods, including social media.
- To track, collate and communicate information about Youth Ministry in the Diocese of Down & Dromore. This will include an audit of youth provision, leadership and key contacts at diocesan and parish level.
- To assist in supporting other diocesan initiatives as needed.

Hours of work: Full-time.
 Evening and weekend work will be required.
 No overtime is payable. Time off in lieu will be granted where additional hours are worked.

Starting Salary: £24,880 rising to £31,100 per annum depending on experience.

Pension: 8% employer contribution.

Term of contract: Permanent subject to a 12-month formal probation period.
 A clear AccessNI check must be received prior to appointment.

JOB SPECIFICATION

Diocesan Youth Development Officer

Essential criteria:

- Have a committed Christian faith and ability to work within and maintain the ethos of the Church of Ireland.
- At least 5 years' experience either in a paid or voluntary capacity of working with young people in a leadership and organisational role.
- Evidence of having grown a youth ministry in terms of spiritual development and numbers of youth and leaders involved.
- Experience in leading and supporting voluntary youth leaders both within and outside of a local church context.
- A proven ability to organise, lead and teach at events for both young people and leaders.
- Competence in working with Information Technology including word processing, spread sheets, basic design programmes and social media.
- Provide evidence of the ability to work on own initiative.
- Demonstrate or provide evidence of effective interpersonal and communication skills.
- Educational qualifications at an A-level standard (or equivalent) and 5 GCSE's (or equivalent) at grades A*- C including English and Mathematics.
- Flexibility and the willingness to work outside of office hours (especially Sundays) and in both formal and informal environments.
- To have a clear Access NI history regarding their suitability to work with children.
- The use of a car and current driving licence.

Desirable criteria:

The following desirable criteria will be applied at short listing should the panel decide that too many applicants meet all the essential criteria. It is important that in making your application, along with the essential criteria listed above, you provide sufficient detail of all the desirable criteria that you think you meet.

- At least 5 years of paid employment in a field relevant to working with young people.
- Experience in delivering training programmes to young people and leaders.
- Experience of developing and implementing strategies for change and growth in the area of youth ministry.
- Experience in, and understanding of, current Down and Dromore youth initiatives.
- The ability to organise, promote and deliver large events for both young people and adults.

Selection Process:

- Interviews for this post will be held during office hours on **Tuesday 7th December** with an anticipated starting date for the post of Monday 1st February 2022.
- Candidates selected for interview will be notified by email on Tuesday 30th November 2021.
- Candidates not selected for interview will be notified by Wednesday 1st December 2021.
- Interviews will last up to 30 minutes and each candidate selected for interview will be asked within this time to deliver a short presentation (of no more than eight minutes) on what strategy they would implement to ensure that the objectives of the post are achieved.

**CHURCH OF IRELAND
DIOCESE OF DOWN AND DROMORE**

Application for full-time Youth Officer

Personal Details

Surname _____

Forename(s) _____

Name usually known by _____

Address for communication _____

_____ Postcode _____

Telephone No. _____

Permanent address
(if different from above)

_____ Postcode _____

Telephone No. _____

Mobile No. _____

E-Mail _____

If you consider that you may require reasonable adjustments to be made to assist you in attending for interview, please state below the arrangements which will need to be made for you to be able to attend: -

May we approach your present/most recent employer for a reference if we are considering you for appointment? (Note: approaches will not be made to current employers prior to the issue of an offer of employment, subject to receipt of satisfactory references.)

Yes

No

If you answered "No", please give the reason: -

Name/Title of person from whom current / most recent employer's reference should be sought: -

Name _____

Job Title _____

Address _____

Telephone _____

E-Mail _____

Please supply details of two additional referees. These should be people who know you well and could comment on your suitability for the post but are not members of your family. At least one of the referees should be a Christian person who can comment upon your Christian faith.

Name of person who can be asked to comment upon your Christian faith.

Name _____

Job Title _____

Address _____

Telephone _____

E-Mail _____

Name of additional referee:

Name _____

Job Title _____

Address _____

Telephone _____

E-Mail _____

Career History

Please detail below all your employment/self-employment relevant to your application. Start with your present/most recent employment. Show the name of the employer (or name of company, if self-employed), job title(s), main duties and responsibilities and dates of employment.

| Name and Address of present / most recent Employer | Job Title/s Grade/Position | From | | To | | REASON FOR LEAVING |
|--|----------------------------|-------|------|-------|------|--------------------|
| | | Month | Year | Month | Year | |
| | | | | | | |

(continue on a separate sheet if necessary)

Criminal Convictions

Have you ever been convicted of a criminal offence or are there any charges outstanding?

Yes

No

If yes, please give full details. You need not include motoring convictions unless your driving licence has a current endorsement as a result, and you need not include convictions which are "spent" (although details of "spent" convictions may need to be disclosed in an application for a criminal background check, if applicable to the role).

Do you have the right to work in the UK?

Yes

No

Note: the employer may require proof of this right before an offer of employment can be confirmed.

The remainder of this form is used to record the other qualities and experience which are required from the Person Specification & Job Description (enclosed with the recruitment pack).

Only those applicants who appear from the information contained in the application forms to be the most suitable in terms of relevant experience and ability will be short-listed for interview. You should note that candidates who do not demonstrate below how they fulfil **all** of the essential criteria **will not** be shortlisted for interview. The employer reserves the right to shortlist on the essential criteria only or on the essential and desirable criteria as identified in the Person Specification as may be appropriate.

It is essential that you fully describe in each of the following sections how you meet the particular experience and qualities sought, giving examples and specifying exact dates as appropriate. If necessary, you may attach an additional sheet where there is insufficient space in the boxes provided. If attaching a continuation sheet, please clearly mark on the continuation sheet the section number to which the continuation sheet refers. Please limit your answers to one continuation sheet per section below.

Please outline the responsibilities of your present or last post, highlighting those you consider relevant to this position.

Experience:

Please outline your employment and/or voluntary experience in working with young people and their leaders, relevant to the criteria this post.

Outline your experience of having grown a youth ministry.

Outline your experience of leading and supporting voluntary youth leaders.

Please outline other areas of experience relevant to the essential criteria for this post, in particular: your ability to work on your own initiative, ability to organise and lead at events and competence with Information Technology.

Please outline any qualifications and areas of your experience that you believe are relevant to the desirable criteria for this post.

With reference to the person specification, please set out how you meet the remaining requirements of the post, particularly the requirement to be a practicing Christian. Please be as specific as possible.

Data Protection statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment, the information will be used in the administration of your employment. The employer may also use the information if there is a complaint or challenge relevant to this recruitment process.

The employer may check the information collected with third parties or with any other information held by the employer. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form it will be assumed that you agree to the processing of sensitive personal data (as described above), in accordance with the principles set out in Data Protection Legislation.

Declaration

The particulars given by me in this application are true and accurate to the best of my knowledge and belief. I understand that if I am found to have given false information or wilfully to have suppressed any material fact, I will be liable to either disqualification or, if appointed, to dismissal.

I consent to the personal data contained in this application form being processed in accordance with the data protection statement above.

Signed _____ Date _____