



## Lead Youth Worker and Coordinator

Hours: Full-time (37.5) with 25 days holiday (excluding Bank Holidays)

Contract Length: Permanent initially for 2 years with 6 month probationary period

Salary: £26,000

Closing Date: Noon on Friday January 6 2023

Interviews: Week beginning 23rd January 2023

Applications: By CV to [admin@busstop.org.uk](mailto:admin@busstop.org.uk) with a covering letter detailing your suitability for the role and what you will bring to the charity plus contact details for two referees. One professional reference and one character reference. If you have any questions or for an informal conversation please email Rev'd Cllr. Jackie Cray at [jackiecray@hotmail.co.uk](mailto:jackiecray@hotmail.co.uk) or tel. 01653 669365

The Bus Stop is in search of a Lead Youth Worker and coordinator to pioneer the charity into its next stage of ministry. We are a Christian charity based in North Yorkshire specifically working in the Rydale and Scarborough area but open to developing the geographical spread of the work according to need. We are passionate about seeing young people come to know Jesus .

As our new Lead Youth Worker you will be someone who is passionate about enabling the church to connect with young people where they are. Ideally you will have experience in a coordinating role and be excited at the thought of pioneering the next stage of the charity. You must have youth work experience and an understanding of the issues facing young people in today's society.

As our Coordinator you will be accountable to the Charity Trustees and be responsible for supervising the charity's Administrator, Volunteer Coordinator, Vehicle maintenance team and other staff members as the charity grows.

In this new phase as we emerge from a pandemic and increasing economic pressures, we will be looking for someone who will partner with, and train up, churches in excellent youth work.

### Objectives of the Role

- Uphold and enact the charity's vision statement
- Coordinate the day to day activities of the charity including coordinating volunteers and other employees
- Pioneer the Charity Post-Covid and define a new operating plan
- Strategise, implement and oversee processes for growing the work of the Charity
- Establish and grow relationships with local churches and schools
- Manage the day-to-day running of the charity, including managing employees and volunteers

### Key Responsibilities

#### **VISIONARY**

- Prayerfully develop the vision for The Bus Stop alongside the trustee board. Coordinate and work with the team of volunteers and any employees in the working out of this vision.
- Communicate our vision and plan clearly and effectively with Churches, volunteers, staff members and other stakeholders.

## **PIONEER**

Holding the responsibility to make things happen

- Pioneer new youth work with churches, especially in deprived or isolated areas in North Yorkshire and the East Riding of Yorkshire
- Working with Churches with little youth work or none at all
- Working with those young people who have no current connection to church.
- Pioneer new and exciting ways of exploring the Christian faith with young people
- Able to effectively communicate the Christian faith with those with no faith background

## **TEAM LEADER**

- The Lead youth Worker and Coordinator of The Bus Stop will play a vital role in the recruitment and coordination of other staff members and volunteers. This will include leading regular team meetings and providing supervision to face to face Youth work volunteers and other staff members You will coach church volunteers in excellent youth work practice, building up confidence and developing leadership skills

## **COMMUNICATOR**

- Communicating with our supporters, partner organisations and our Youth contacts through our social media platforms
- Working alongside our administrator in updating supporters and donors through our newsletter
- Share the work of The Bus Stop with local churches and charities, creating new supporters, prayers and donors

## **SAFEGUARDING**

- Be exemplary in coordinating youth work which safeguards young people, volunteers and staff members
- Working alongside our Designated Safeguarding Officer in ensuring that anybody who represents the Bus Stop, whether from a local Church or an independent volunteer, has gone through the adequate training and DBS checks, to ensure they are suitable for working with young people.

## **FUNDRAISING**

- Alongside the trustees, develop the fundraising strategy for The Bus Stop and look for new and creative ways to raise funds
- Work alongside our existing fundraisers in overseeing applications for funding bids and ensure that we work in line with time frames and objectives for existing funding bids.

## **BUS COORDINATION**

- Coordinate the day to day operation of the bus for youth work
- The Leader Youth worker may ideally be needed sometimes to drive the bus to and from youth groups, or coordinate local volunteer support for this. Training will be provided by The Bus Stop.
- Work with the Maintenance team and identify and support volunteer drivers

## **SUPPORT AND PROFESSIONAL DEVELOPMENT**

- The Trustees are concerned to ensure you have the practical and necessary support you need, By helping you to find appropriate mentors and supervision. We commit to supporting your professional development through on- going training.

Person Specification

Mode of Assessment	A = Application I = Interview C = Certificate	Essential	Desirable
<b>Qualifications</b>			
A C	Degree in Youth Work (or related subject)		X
<b>Experience</b>			
A I	Building successful relationships with young people	X	
A I	Previous coordination role (including relevant voluntary positions)	X	
A I	Delivering training to groups of people		X
A I	Previous work for a charity		X
<b>Skills and Knowledge</b>			
A I	Effective communication skills – comfortable in talking to large groups	X	
A I	Development of inclusive and imaginative ways of reaching young people		X
A I	Understanding of contemporary culture and good practice for and with young people	X	
A I	Effective administrative/organisation skills	X	
A I	Effective IT skills	X	
A I	Ability and enthusiasm to pioneer the charity	X	
A C	Car owner with clean licence for at least 3 years	X	
<b>Attributes</b>			
A I	Positive, enthusiastic, can-do attitude	X	
A I	Ability to work on own initiative and with a team	X	
A I	Flexible and adaptable approach to work Willingness to be trained to drive the bus HGV licence not required	X	
<b>Safeguard Children</b>			
A I	Ability to maintain appropriate relationships and boundaries with children and young people	X	
A I	Emotional resilience when working with challenging behaviour	X	

This role will require an enhanced DBS check.

There is a genuine occupational requirement under the 2010 Equality Act that the postholder is a practising Christian.

