



## Holy Trinity Heworth

### Job Description

Job Title	Children, Youth and Families Worker
Accountable to	Vicar
Working Hours	Role can be part time or full time depending on candidate suitability and availability, 24 - 37.5 hours per week. Sundays and term-time Tuesday mornings are essential. Attendance at other occasional evening or weekend events may be required, with time off in lieu
Location	A combination of working from home and at church for services, groups and events will be required
Salary	£28,392 PRO RATA - £30,576 PRO RATA

This post is permanent, but subject to a 3 month probationary period.

Leave 25 days pro-rata per annum plus bank holidays

#### Job Purpose

Holy Trinity Heworth is a growing Anglican church on the east side of York, with a lively worship life, a membership spanning all ages, and a call to Serve Jesus and Serve Heworth, we love Jesus, the bible and the work of the Holy Spirit and are committed to serving God and our local community as we learn, explore, grow in and share the hope we have found. We are entering an exciting period in the life of our church, as we seek to press more and more into being the creative, joyfilled and accessible community that God has called us to be.

The Children, Youth and Family Worker will oversee the weekly group for children and young people on a Sunday morning, the weekly pre-school group for parents/carers and 0-5s and will be the central point of contact for any families. They will also be involved in the planning and leading of the monthly all-age service, the monthly accessible service and in supporting and growing the team of existing volunteers. We already have an established community of children and young people, and would love to further engage with them and their families moving forward, as well as to expand our reach and engagement with the wider community.

#### Main Duties & Responsibilities

## Children, Youth and Family Worker

### 1. Children and Youth Work

- a. Plan, prepare and lead the Sunday morning group for 5-11s on the 1st, 3rd and 5th Sundays and for the youth group on 4th Sundays. Prepare appropriate resources/sheets for church on the 4th Sunday and other weeks.
- b. Oversee the planning and leading of the weekly pre-school group for parents/carers and 0-5s on a Tuesday morning (term-time)
- c. Co-plan, lead and preach at the monthly all-age service "Trinity Praise" as necessary
- d. Build on the existing ministry, considering additional groups such as a youth group and/or drop-in and additional outreach opportunities with and for families
- e. Help to plan, prepare and lead the monthly HT Plus+ service for families and adults with additional needs.
- f. Appropriately support the well-being of the children, young people and families within the church community
- g. Potential to line manage and train as appropriate interns / significant volunteers as necessary.
- g. Support, help to plan and lead seasonal events such as Easter, Christmas and Summer cafes and fairs, providing suitable resources and activities and the possibility of holiday clubs.
- h. To lead collective worship in the local primary school/s as required and maintain and build on the existing relationship with the local schools
- i. Build connections with ArchBishop Holgate Secondary School, working with YOYO and / or other organisations already working in the school.
- j. To explore the possibilities of running holiday clubs and other outreach groups both for primary school and youth age groups.
- k. Coordinate the running of or lead parenting courses
- l. To engage with the networks of children, youth and family workers in York.

### 2. Regular Communications

- a. Monitor a specific work email account and respond to messages efficiently and appropriately
- b. Post appropriate content to the church social media pages relating to the children and youth work and update the website with important information as necessary
- c. Liaise regularly with parents /carers about relevant information, services and events and offer support as necessary

### 3. Administration

- a. Update the children, youth and families content of the website as necessary
- b. Support and build up the existing team of volunteers and safely recruit more volunteers.
- c. Keep records of attendance and contact information on the ChurchSuite database which are GDPR compliant
- d. Design promotional materials to advertise groups and events

### 4. Safeguarding

- a. Work with our Parish Safeguarding Officer to develop a healthy safeguarding culture across the whole church.

- b. Ensure that all team and volunteers have the correct level of safeguarding training and DBS checks as necessary
- c. Record weekly group attendance data, including for team and input to ChurchSuite to maintain sufficient records

5. Other

- a. Attend weekly staff team meeting
- b. Attend and occasionally lead the monthly prayer evening (first Monday of the month)
- c. Seek potential training opportunities/courses within the Diocese as appropriate (ie; Makaton training, Catalyst course etc) which can enhance your practice.

Terms & Conditions

1. The above job description is not exhaustive, and the post-holder should expect to undertake such tasks as may reasonably be expected within the scope and grading of the post, as required by the Vicar.
2. The post-holder will be part of the church's Staff Team (which meets on Monday mornings) and will be a committed Christian and a person of prayer, committed to the vision and values of Holy Trinity Church. There is a genuine occupational requirement that the postholder be a committed follower of Jesus. (please see part 1 of Schedule 9 of the Equality Act 2010)
3. An Enhanced-plus DBS check plus barring is required for this post.
4. An appointment is conditional on entitlement to work in the UK.

This Job Description was agreed by the Holy Trinity Heworth PCC on 17th November 2025