**JOB DESCRIPTION**

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| **Job Title:** | Children, Young People and Families Engagement Officer |
| **Team:** | Creative Learning and Discovery |
| **Location:** | Royal Chantry Offices |
| **Line Manager:** | Creative Learning Officer |
| **Contract type:** | Permanent |
| **Hours:** | 0.6 including two Sundays per month |
| **Date of completion:** | September 2024 |

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| **1** | **Job Purpose** |
|  | To help to lead faith engagement with children, young people, their families and caregivers at the Cathedral working across the whole of the Cathedral’s life and with churches in the Deanery and in the Diocese and other partners. |
| **2** | **Principal Accountabilities** |
|  | * to help develop, support and grow worship opportunities for children and young people their families and care givers in the Cathedral, including targeted teaching and preparation for Baptism, First Communion and Confirmation candidates; * to develop opportunities for a pathway for young people post family service including multi-generational worship; * to develop the Cathedral’s offering in providing, at the Cathedral, a variety of activities, events and information materials for children, young people and families that enables them to grow and nurture their Christian faith; * to work with the Creative Learning Officer to support initiatives and projects across the Deanery and Diocese which engage children and young people in schools, and which develop and nurture their Christian faith. * working in support of the Creative Learning Officer helping to facilitate and welcome school visits. * to help deliver outreach to schools taking Christian-based assemblies or collective worship; * to work in collaboration with the Creative Learning Officer to create activities which engage children, young people and families in key Christian festivals. * to provide administrative support to the Creative Learning Officer. * to assist with the engagement and administration and support of Language School visitors to the Cathedral. * to assist the Canon with responsibility for Children, Families and Young People to be an advocate for the voice of children and young people and their families in existing Cathedral worship and visitor experience and across the whole life of the Cathedral; * to actively seek the voice of children, young people and establish a Youth Council which informs this advocacy; * to work with the Safeguarding team in supporting effective Safeguarding across the entire life of the Cathedral; * to partner with other children’s, young people and family workers to understand the needs of target audiences and develop opportunities and invitations to explore faith. * to develop effective relationships and work with the Diocesan Children and Youth Workers to support Diocesan and other local churches’ children and youth workers; * to facilitate partnerships which work with young people, who are not faith based, which meet local need through local schools and charities such as The Bell Tower Youth drop in. |
| **3** | **Level of Responsibility** |
| **a** | **People**  This role does not have any direct line management responsibilities but may be required to work with and direct volunteers. |
| **b** | **Financial Management**  Responsible for planning appropriate spend. |
| **c** | **Other**  Member of the Chichester Cathedral Youth Council |
| **4** | **Contacts** |
|  | Canon with oversight for Children, Young People, Families and Caregivers;  Creative Learning Officer;  Authorised Lay Ministers for the 9.15am children and families service;  Visitor Experience Team;  Education and Outreach volunteers;  Staff, parents, caregivers, and pupils of visiting schools  Diocesan staff, especially the Diocesan Children’s Officer and Youth Officer;  Local churches, church children and youth workers and youth work organisations and Deanery Youth and Children and Family Advocates and Officers. |
| **5** | **Special Requirements** |
|  | All our employees are required to undertake mandatory training including CofE safeguarding training as appropriate.  The role also requires that you:   * are a practising Christian and communicant member in the Church of England or other denomination in sympathy with the Anglican church; * have a DBS check successfully completed before you start work; * have a commitment to regular Sunday working each month and occasional weekend and evening work. |
| **6** | **Qualifications, Skills and Experience** |
|  | **Qualifications**  Educated to GNVQ level 4 or equivalent.  **Skills**   * a good working knowledge of safe working practices and safeguarding best practice; * experience working with churches and how they operate; * the ability to work collaboratively and also independently for optimum results; * proficient Microsoft user; * ability to understand creative challenge and to be able to relay requirements to internal and external stakeholders, including the Communications team and freelancers; * the ability to use a content management system (CMS) to upload information and resources to the Cathedral website; * proactive, self-motivated, enthusiastic with the ability to use initiative when required; * resilience, integrity and a highly collaborative approach to work and building relationship; * a creative approach to work with the ability to think outside the box and beyond the obvious; * excellent organisation skills with the ability to successfully juggle often conflicting priorities.   **Experience**   * previous experience of working with children and young people and families in a church or other children- or youth-focused settings e.g. a school or a charity. * previous experience of working collaboratively with a range of partners * a willingness to undertake appropriate continuing professional development in understanding children and youth ministry in order to provide appropriate advice. |