

- Thank you:** Thank you for expressing interest in our vacancy for a Young People's Pioneer, working across the Derbyshire North East Methodist Circuit.
- About the circuit:** The Derbyshire North East Methodist Circuit is a gathering of over 700 Methodist disciples of Christ serving 16 different sites and diverse contexts in and around the North Derbyshire regional town of Chesterfield.
- About the role:** The Young People's Pioneer is a new role created to support existing children's and young people's work across the Derbyshire North East Circuit, whilst pioneering new opportunities where need is identified.
- This is a part-time permanent post, working 20-hours a week.
- Faith:** An occupational requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010.
- How to apply:** Please return completed application forms to the Derbyshire North East Circuit Office by email to [circuitoffice@dnemethodists.org.uk](mailto:circuitoffice@dnemethodists.org.uk)
- For an informal conversation about the role before applying please contact the Rev Mark Carrick by email at [mark.carrick@methodist.org.uk](mailto:mark.carrick@methodist.org.uk)
- Important dates:** The closing date for receiving completed applications is midday on Friday 17<sup>th</sup> November with interviews scheduled to take place at Central Methodist Church, Chesterfield, S40 1UH week commencing 27<sup>th</sup> November.

Please find on the following pages a job description, person specification, and a summary of how we recruit and, attached separately, an application form. If I can be of any further support, or if you have any questions, please do not hesitate to be in touch with me by email at [mark.carrick@methodist.org.uk](mailto:mark.carrick@methodist.org.uk)

Kind regards,

**Rev Mark Carrick**  
**Minister of Central, Barlborough and Clowne Methodist Churches**

<b>Job Title:</b>	Young People's Pioneer
<b>Lay Employee in:</b>	Derbyshire North East Methodist Circuit
<b>Employed by:</b>	Derbyshire North East Methodist Circuit
<b>Location:</b>	Based at the Circuit Office, Central Methodist Church, Chesterfield S40 1UH with the requirement to travel across the Circuit as appropriate and necessary to fulfil the evolving needs of the role.
<b>Occupational Requirement:</b>	In accordance with the Equality Act 2010 it is an occupational requirement that the successful applicant is a practising Christian.
<b>Responsible to:</b>	The Young People's Pioneer will be responsible to the Derbyshire North East Circuit Meeting through the appointment of a line manager, who in this instance will be the superintendent minister, or any other appropriate post holder notified to them.
<b>Purpose of role:</b>	<p>The Young People's Pioneer is a new role created to support existing children's and young people's work across the Derbyshire North East Circuit, whilst pioneering new opportunities where need is identified. This will involve:</p> <ul style="list-style-type: none"><li>○ Working alongside ordained and lay staff. A key relationship will be with the Community Pioneer in identifying and addressing the needs of communities in Barrow Hill and the Rother Ward.</li><li>○ Working with children and young people of all ages, from toddlers to teenagers.</li></ul>

### Main Duties:

The post-holder will require the experience, confidence, and developed skills to encourage young people to explore faith and to help them grow spiritually.

A further requirement will be to engage with Methodist churches and other Christian bodies across the Circuit whilst also contributing to establishing new Christian communities in the area.

The post holder will:

- Maintain and develop activities for young people to engage creatively and dynamically with faith. These are currently, but not limited to:
  - Friday Hangouts - 2:30-4pm, Hasland Methodist Church.
  - Friday Evening Youth Club - 7-9pm, Clowne Methodist Church.
  - Sunday Youth Fellowship - 6-8pm, Central Methodist Church.
- Pioneer specific young people's programmes alongside the in-post Community Pioneer, where faith may be introduced and explored. Examples include:
  - Tuesday Children's Club - 3:30-4:40pm, Derby Road.
  - Wednesday Children's Club - 4:30-5:30pm, Barrow Hill.
  - Thursday Toddlers - Cosy Hub, 10-11am, Grangewood.
- Attend preparation meetings to plan each term's programme.
- Prepare activities, organise materials and equipment, and lead or support the activities.
- Develop good working relationships with families, children and young people attending.
- Nurture and develop new leaders.
- Work with the circuit team to develop and evaluate best practice.
- Attend staff, circuit, and management meetings, as required.

**Other Duties:**

- Any other duties and responsibilities that are identified by the Line Manager within the capabilities and level of responsibility of the post holder, and that are in line with the existing and developing needs and mission of the Derbyshire North East Methodist Circuit.

**Training Requirements:**

- To fulfil the requirements and continue the development of the role there will be the need from time to time to undertake relevant training as identified by the Line Manager.
- Any such training will be undertaken during contracted hours or, if this is not possible, recorded as time off in lieu (TOIL).

**Terms and Conditions:**

- This role is a permanent part-time post.
- Working hours will be **20** per week to be worked flexibly and agreed in advance with the Line Manager.
- To fulfil the role, it is recognised that there will be the necessity for an irregular working pattern including evening and weekend working.
- The rate of pay for this post is **£13-£15** per hour, depending on existing skills and experience. This equates to £13,520-£15,600 per annum (£25,012-£28,860 full time equivalent salary).
- Annual leave entitlement for a full-time employee is 244.2 hours including public holidays. This is based on a full-time employee working 37-hours per week. Annual leave is calculated pro-rata for part-time employees. Based on a 20-hour flexibly worked week annual leave entitlement for this post is calculated to be **132** hours.
- There is a contributory pension scheme into which eligible employees will be auto enrolled. Details of contribution rates will be provided on request. Lay Employees who do not meet auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- All reasonable and agreed expenses will be reimbursed.
- Appointment will be conditional on and subject to:
  - Receipt of satisfactory references.
  - A satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).
  - Completion of a satisfactory probation period of 6-months.
  - Confirmation of the right to live and work in the United Kingdom.

**Management:**

- The post holder will be appointed a line manager whose responsibility it will be to:
  - Become familiar with the work of the lay employee.
  - Determine priorities for the work.
  - Monitor and evaluate progress and any training and development needs with the lay employee, offering necessary encouragement and support.
  - Ensure good and consistent communication lines between all involved stakeholders.
  - Act as a "sounding board" to the lay employee.

<b>Job Title:</b>	Young People's Pioneer
<b>Lay Employee in:</b>	Derbyshire North East Methodist Circuit
<b>Employed by:</b>	Derbyshire North East Methodist Circuit
<b>Location:</b>	Based at the Circuit Office, Central Methodist Church, Chesterfield S40 1UH with the requirement to travel across the Circuit as appropriate and necessary to fulfil the evolving needs of the role.
<b>Occupational Requirement:</b>	In accordance with the Equality Act 2010 it is an occupational requirement that the successful applicant is a practising Christian.

	Essential	Desirable	Method
<b>Knowledge, Skills &amp; Experience</b>			
Awareness and/or experience of, and a commitment to develop, the participation of children and young people in the life of the church.	Yes		A, I
Awareness and/or experience of, and a commitment to develop, pioneering work in communities where traditional church may no longer be present.	Yes		A, I
An effective user of various social media platforms.	Yes		A, I
<b>Special Qualities or Aptitudes</b>			
Able to recognise and develop the gifts of others and foster an environment of participation of children and young people.	Yes		A, I
Able to initiate conversations and establish positive and productive relationships with children and young people.	Yes		A, I
Able to identify and maintain appropriate boundaries in all professional and personal relationships.	Yes		A, I
Able and willing to work independently for periods of time and, when needed, collaboratively as part of a team.	Yes		A, I
A true self-starter who can plan and manage workloads efficiently.	Yes		A, I
A maturity of faith, modelling discipleship principles.	Yes		A, I
<b>Any Other Requirements</b>			
A commitment to learn and understand the structure and the workings of the Methodist Church.	Yes		I
A commitment to adhere to Methodist policies around Safeguarding, EDI, GDPR and data protection, undertaking training as requested.	Yes		I
Satisfactory enhanced disclosure from the Disclosure Barring Service.	Yes		DBS

**A:** Application form      **I:** Interview

**Disability:**

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application. If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview.

Please be assured that we will be supportive in discussing reasonable adjustments at all stages of this recruitment process. If you have any questions about the way that we are working, please do not hesitate to contact [hr@sheffieldmethodist.org](mailto:hr@sheffieldmethodist.org)

**Entitlement to work in the UK:**

Any job offer will be conditional, subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK should an offer of employment is made.

**Experience, knowledge, skills, and abilities:**

The person specification lists minimum requirements for this post. When shortlisting, the selection panel will only consider information contained in your application form and assess this against the person specification.

**References:**

Any job offer will be conditional, subject to the receipt of satisfactory references. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

**Criminal convictions:**

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record does not necessarily bar you from working for us however this will depend on the type of job that you have applied for and the nature of the conviction.

**Data Protection:**

The information provided on the application form will be held in the strictest confidence. We process this information in line with our privacy policy. If you are successful in your application the information will be used to administer your employment with us. By completing and signing the accompanying application form we assume that you agree to the processing of your data in accordance with our privacy policy.

**Equality, Diversity, and Inclusion:**

Our aim is to have a workforce that reflects the diversity of talent, abilities, and skills drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly. Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

**Other Policies:**

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. Should a conditional offer of employment be made you commit to work within and actively promote these at all times. They include, but they are not exhaustive to Health & Safety, Data Protection, the General Data Protection Regulation, Information Governance, Safeguarding, Performance Management, EDI Safeguarding and a range of Personnel and Financial Processes.