



JOB DETAILS

**UNDER 18s MINISTRY COORDINATOR
(with a particular focus on YOUNG PEOPLE)**

Job title:	Under 18s Ministry Coordinator (with a particular focus on Young People)
Salary:	The salary for the post is negotiable, depending on experience. The expected range is £8,656 to £13,747 for a 10-15-hour week - hours to be agreed (based on NJC Pay Scale Point range 20 to 23.)
Hours, tenure and term:	10-15 hours per week
Probation:	The appointment is subject to a satisfactory 1-month review and the completion of a 6-month probationary period.
Annual Leave	Leave entitlement for the post is 56 hours per annum (based on working 10 hours per week, but not including more than 6 Sundays in a year) - as well as selected public holidays as agreed.
General	The appointment will be subject to: a) the production of two satisfactory references. One of these should be your current manager. If you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher). The other should have known you for at least 2 years, be no relation, and be able to give a reference with regard to you having worked with children and families, your ability to work in a church context and evidence of your Christian Faith. b) satisfactory Access NI checks.
Interview date and process	If short-listed, candidates will be invited to attend for interview w/c tbc. Candidates will also be asked to do a short presentation at the interview - details are included in the application form. Further short-listing may be required.
Reserve List	A reserve list will be held for six months for this post.