

St. John's Church of Ireland, Orangefield

PERSON SPECIFICATION



Job title:	Under 18s Ministry Coordinator (with a particular focus on Young People)
Department/team/location:	St. John's Church of Ireland, 397 Castlereagh Road, Belfast, BT5 6AB

Qualifications/academic achievements required to do the job

Essential	Desirable
<ul style="list-style-type: none"> ▪ IT competence - ability to use email, and MS Office software (Word, Excel, PowerPoint); to search online, access websites. ▪ Awareness of current safeguarding practice, including Church of Ireland Safeguarding Trust policy. ▪ Knowledge of current data protection laws. ▪ Sensitivity to Church of Ireland and wider church structures. 	<ul style="list-style-type: none"> ▪ Relevant qualification (in teaching, or children's & youth work). ▪ Current driving licence and access to own transport. ▪ First Aid Qualification.

Experience - type and depth of experience required to do the job

Essential	Desirable
<ul style="list-style-type: none"> ▪ Demonstrable experience of working with under 18s and young people in particular (can be voluntary). ▪ Experience of encouraging under 18s and young people in particular in their Christian faith. ▪ Knowledge of resources in children's and youth ministry. ▪ Practical experience of leadership and teamwork in working with under 18s and young people in particular. 	<ul style="list-style-type: none"> ▪ Experience of coordinating clubs/programmes for under 18s and young people in particular. ▪ Experience of working with families. ▪ Understanding of and sensitivity to Scouting and Guiding.

Skills/special aptitudes required	
Essential	Desirable
<ul style="list-style-type: none"> ▪ A clear and engaging communicator, with strong presentational skills and the ability to engage with individuals and groups of all ages. ▪ Well organised, with the ability to plan ahead, prioritise, meet deadlines and an understanding of the need for a healthy life balance. ▪ Experience of providing pastoral care to both under 18s and young people in particular. ▪ Flexibility in working hours including evenings and weekends. 	<ul style="list-style-type: none"> ▪ A good understanding of social media platforms. ▪ A good understanding of under 18s and culture.

Personal disposition	
Essential	Desirable
<ul style="list-style-type: none"> ▪ A committed Christian, who can demonstrate a love of under 18s and young people in particular and a desire to help them thrive and grow in God. ▪ A self-starter who will take prayerful initiative in pioneering under 18s ministry, with the ability to work independently. ▪ Awareness of own strengths and weaknesses and the ability to respond constructively to and learn from setbacks. 	<ul style="list-style-type: none"> ▪ An ability to relate to and celebrate different church cultures ▪ An appreciation of the pressures and complexity of family life

Circumstances	
Essential	Desirable
<ul style="list-style-type: none"> ▪ A commitment to worshipping at St. John's and sharing our mission and values. ▪ A commitment to working at Sunday services and leading under 18s and family activities at other times - as agreed - each week. 	

Method of assessment:	Application form, references, interview and presentation (details in application form)
Person specification agreed by:	Rector and Select Vestry
Date:	April 2024