

## ONE Opportunity (District Young Leader) Co-ordinator

ONE Opportunity is a circuit and district-based discipleship scheme for young people supported by the Regional Forums of the Methodist Learning Network.

ONE Opportunity offers a young person (aged 16-23 years) a 3-hour paid role for one year to enable them to participate in and develop a project, using their gifts and talents, within their own church or circuit to help in its life and mission. There will be three residential weekends in the year when ONE Opportunity workers will gather together in the district for learning, reflection and discipleship activities as well as fun and friendship.

### JOB DESCRIPTION

<b>Job Title:</b>	ONE Opportunity (District Young Leader) Co-ordinator
<b>Lay Employee in the</b>	Northampton District
<b>Location:</b>	Based at Home
<b>Responsible to:</b>	The Lay Employee will be employed by the Northampton District and will be under the supervision of an appointed supervisor from within the district.
<b>Purpose and Objectives:</b>	To promote, develop and deliver the ONE Opportunity (District Young Leader) programme in the Northampton District. A key additional role will be in advising and interviewing potential applicants, and those in local churches seeking to support and mentor the young people employed over the full period of the scheme.

### Main Responsibilities

- **Working with the Northampton District team, regional Learning Network team and the associated ONE Opportunity (District Young Leader) team to deliver the ONE Opportunity (District Young Leader) programme.**
- **Team meetings**
  - Attend team meetings at an agreed time and location in the district.
- **Facilitating the Promotion of the Scheme**
  - Generating promotional and news material for the district and other websites.
  - Following up by telephone, and visits as necessary with those responding to the mailings and adverts.
  - Encouraging and enabling the young people employed to speak in their local contexts.
  - Speaking at circuit, and district events to communicate the scheme.

- Guiding the young people in the generation of reports useful for the scheme promotion.
  - Liaison with the Connexional One Programme scheme officers.
  - Develop telephone contacts, with the youth leaders across the districts.
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- **Facilitate the Recruitment Process**
    - Assist in the development of the recruitment documentation, and scoring proformas.
    - Undertake face to face, or telephone meetings with those interested in applying to the scheme in order to guide, and ensure that necessary commitments are understood.
    - Assist in shortlisting, and interviewing applicants.
    - Offer pastoral support to unsuccessful applicants, offering them guidance on how they may pursue their ministry in other ways in their locality.
  - **Facilitate Mentoring / Local Project Delivery**
    - Assist the local projects in identifying suitable mentors, and provide training, as necessary to enable them to mentor effectively.
    - Liaise with the mentoring team through the year, receiving reports, and offering advice as necessary.
    - Review the reports from the District Young Leaders, mentors and project managers, and identify needs.
    - Work with the team, project managers and mentors to offer support as necessary.
  - **Facilitate Training Days / Weekends**
    - Prepare training materials for the induction day in September for the project managers, mentors and participants.
    - Assist the ONE Opportunity (District Young Leader) Team in leading the induction day.
    - Assist the ONE Opportunity (District Young Leader) Team in planning the training weekends.
    - Assist the ONE Opportunity (District Young Leader) team in developing training, worship and other materials for the residential training weekends.
    - Aid the District Young Leaders in developing worship and other materials for the presentation at the weekends.
    - Assist the ONE Opportunity (District Young Leader) team in leading the residential weekends.

- **Facilitate Relationship Building Between the Participants**
  - Assist the ONE Opportunity (District Young Leader) in managing a dedicated, closed Facebook group for the programme.
  - Seed discussions, and encourage interaction through the Facebook group.
  - Encourage social interaction and opportunities between District Young Leaders of the present and previous years.
  
- **General Administration**
  - Check and where necessary respond to emails each weekday to ensure effective communication in the team.
  - Maintain a personal timesheet, to log hours and actions. This will be used to allow for the flexible working conditions expected.
  
- Any other duties and responsibilities, identified by the team as are within your capabilities and level of responsibility, in order to meet the needs of the project.

### **Terms and conditions**

- Terms of appointment: Fixed term until 31st August 2021
- The salary offered is £12 per hour for an average 10 hours per week in accordance with that recommended by the Methodist Conference for Lay Employees and JNC guidelines.
- Provision of accommodation: The employee is expected to work from home, or a suitable alternative venue. This is not provided by the project.
- A small budget is available for provision of office equipment, laptop, office software, printer, if required.
- Although much of the preparatory work involved may be home based, the team meetings, induction day, and training weekends may necessitate travel. A car is not essential as attempts will be made to ensure venues are readily reached by public transport, and car sharing is offered wherever possible. It would, however, be an advantage in order to visit potential applicants, or speak at circuit events if own transport is available. If it is necessary, and agreed, for you to use your own car for your work you and the vehicle should be appropriately licensed and insured and you will be paid the allowance prescribed by the Methodist church. This is currently 45p per mile.
- Normal working pattern: The role is expected to require an average of 10 hours per week. It is, however, anticipated that this will be concentrated around the preparation for the scheme, in Feb-May, the recruitment process in June, and then around each weekend and quarterly reporting times. This may necessitate much longer hours during these periods. Flexibility to accommodate this is essential, but the specific times of day / and days worked remains largely in the control of the applicant assuming daily email contact during weekdays can be maintained.
- The lay employee will be expected, if not already completed, to attend the Safeguarding Foundation module and the 1 day Leadership module.

- Due to the nature of communications in the scheme with those potentially as young as 16, the appointment will be subject to a satisfactory enhanced disclosure by the Disclosure and Barring Service.
- All reasonable agreed expenses will be reimbursed and a small budget is available for agreed training
- At least one day free of responsibilities each week.
- 25 days annual leave (pro- rata for part time workers) plus public holidays.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.

### **Management**

- The Lay Employee will have a line manager whose responsibilities will be to:
  - Become familiar with the work of the Lay Employee.
  - Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.
  - Determine priorities for the work.
  - Prepare a personal development plan with the lay employee.
  - Ensure good communications between all the 'stakeholders' (groups and networks) involved.
  - Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
  - Act as a "sounding board" to the Lay Employee.
  - Ensure that the Lay Employee receives suitable pastoral support.