

SECTION 13: INFORMATION SPECIFIC TO THE EMPLOYMENT OF CHILDREN & YOUTH / COMMUNITY WORKERS

This section provides information on:

- Definitions
- Issues to consider before recruitment
- Providing a support and management structure
- Selecting the line manager
- Job Description
- Appointment of Qualified Workers
- Terms and Conditions of Employment
- Advertising
- Information and support sources

Note: This section should be read in conjunction with other sections in the pack.

Definitions

Children & Youth Worker:

Normally works with people in the age group 11 to 25; post may require specialist qualifications in youth work.

See CPD SO 570, 607(5), 610 (4 (vii), 660 – 662.

Community Worker:

Works with all-age communities, with an appropriate specialist qualification.

Issues to consider before recruitment

It is important, before starting a recruitment exercise, to be clear about what you are trying to achieve. Many churches believe that having a Children & Youth / Community worker will help to increase the presence of young people but they have not really thought out how this will be

achieved. These are some of the questions which you should consider before you deciding whether to employ someone.

What do you see as the purpose of youth work?

It is important to be clear about the purpose and duties of the post. For example, do you want the post holder to evangelise or work where young people are, in order to enable them to develop their potential and make decisions for themselves? If not resolved at the beginning, major differences of understanding could affect the success of the work.

Whose needs are you responding to?

Have the needs you have identified come from your church or circuit community or are they your own, perceived needs?

Have you consulted with and involved those who the project is aimed at?

Good consultation will ensure there is support for the post holder and minimise the potential for misunderstandings.

Are you clear about the outcomes you expect? Are you able to state clearly the duties of the post?

In order to make a good appointment it is important that you state clearly what the job will involve and what you expect of the post holder.

What other resources will be needed to achieve your aim?

You should consider how the post holder will be managed, what support will be available and from whom, what resources the post holder will need (office, computer, computer packages for example) and how these will be funded.

How will the post holder and the work be monitored and evaluated?

Monitoring and evaluating involves carrying out appraisals with the post holder, identifying training and development needs and providing the necessary opportunities for training and development to take place.

Does the church membership as a whole own the project?

It is important that there is wide support for the appointment and a shared understanding of what the post holder will be expected to do. Avoid one or two people driving the appointment without gaining general support. Agreement and support for the appointment and the objectives will increase the potential for success in the post.

Is there scope for a partnership arrangement with other churches or organisations?

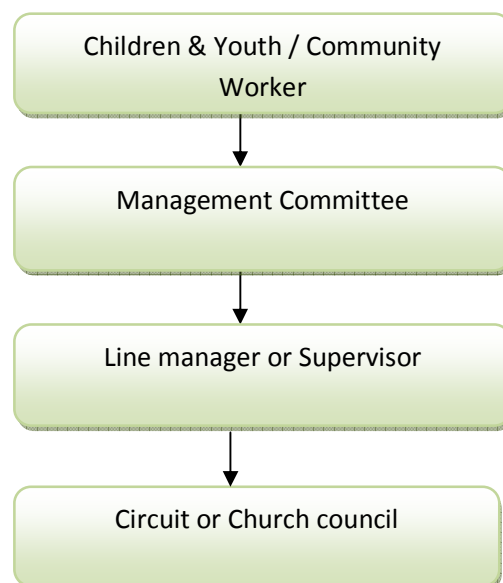
Sometimes a joint approach can be helpful. In this case it is usual for one of the organisations to act as the employer with agreement between the parties about management and funding.

What terms and conditions are appropriate? Is the role open ended or fixed term in nature?

Further information about fixed term contracts is available in sections 5 and 12 of this pack.

Providing a Support / Management Structure

It is important to provide continuing support and direction to the person appointed. The appointment is much more likely to produce results if there is a supportive management structure in place. The actual arrangement will depend on whether it is a circuit or church appointment. The following is a suggested management framework:



All formal communications from or to the Children & Youth / Community Worker should be through the line manager in the first instance.

Concerns about the work should always be taken up, in the first instance, with the line manager and not the Children & Youth / Community Worker.

If the line manager is unable to deal with any issue, s/he should discuss the issue with the Management Committee.

Supervision meetings should take place at regular intervals, for example, 1 or 1.5 hours at intervals of not less than 4 weeks.

The Management Committee should meet at regular intervals, for example monthly, during the first six months. It will be helpful if the Worker reports on work undertaken and is present for all or part of the meeting. It would be good practice, when the first six months is completed, to review the job description in the light of the experience gained. The Management Committee may also wish to review their way of working and the frequency of their meetings.

The Church or Circuit Council and the Management Committee are responsible for the overall monitoring and evaluation of the work.

Selecting the Line Manager

This should be someone who has some understanding and 'ownership' of the work to be undertaken as well as having experience in and an understanding of supervision. This person's role is to ensure the work is carried out, to set goals and targets, to enable the worker to think through their plans and thoughts as well as to challenge and support through regular supervision. The line manager should also carry out a yearly appraisal with the Worker. Guidance on how to conduct an appraisal can be obtained from the Regional Youth Participation Worker. Contact details are available from your minister.

Job Description

It is important that this clearly states what you are expecting of the worker. A broad statement such as 'to develop youth work within the church and the local community' needs to be supported by clear examples of what is to be developed.

Examples of job descriptions are given in section 1 of this manual. Always include the following:

- Purpose of the post (why the post exists) – e.g. “to develop agreed aspects of youth work within the church community”.
- To whom the worker is responsible
- Who they are responsible for (if relevant)
- A list of the main tasks to be undertaken. (These can be updated from time to time by mutual agreement following appraisal reviews.)

Appointment of Qualified Workers

Children, Youth and community work requires specialist knowledge and skills. This is recognised through a structure of professional qualifications and / or experience.

Churches and circuits preparing to recruit a Children and Youth or Community Worker must consider whether they will require a relevant qualification in youth work. Grants from some sources may be conditional upon a JNC qualification.

There are a number of qualifications which recognise the specialist and skilled nature of the work. Some qualifications are recognised by the JNC and by the NYA (National Youth Agency) or its Welsh equivalent.

JNC is the Joint Negotiating Committee for Children, Youth and Community Workers representing

- Employers of children, youth and community workers – the Local Government Association (LGA), the Welsh Joint Education Committee, the National Council for Voluntary Youth Services (NCVYS), Community Matters and the Council for Wales Voluntary Youth Services.
- Staff – the Community and Youth Workers Union (CYWU), National Association of Teachers in Further and Higher Education (NATFHE), National Union of Teachers (NUT), and UNISON.

This body negotiates pay and conditions for youth and community workers and validates courses offering training for those wishing to become qualified workers. This principle applies whether the worker is full or part time.

As well as a JNC national qualification some people train part time with their local Youth Service or similar organisation. In many cases these local courses are also recognised by JNC. As training is more limited the associated salary scales are slightly lower.

If the intention is to employ a Lay Employee, whose work will include a small proportion of youth or community work, it may not be appropriate to require a youth qualification.

Further details are available from your Regional Participation Worker or from the Children and Youth Team at Methodist Church House

Terms and Conditions of Employment

Church employers are not required to follow JNC pay and conditions but should be aware and take account of the fact that other employers use them.

Salary

The employing body needs to agree what salary will be offered. You should expect to pay a higher salary if you require a JNC recognised qualification.

JNC publishes a national, incremental pay structure for qualified and unqualified salaries, and for London Area Allowances (Inner, Outer, Fringe). The bands are reviewed and increased annually taking effect normally from 1 September. Development and Personnel at Methodist Church notifies District Lay Employment Secretaries of the new rates when the information is received.

Information about JNC scales and advice about starting salaries can be obtained from the your Regional Participation Worker or from the Children and Youth Team at Methodist Church House.

Other Terms and Conditions of Service

The JNC recommends certain arrangements in respect of other terms and conditions of employment (for example, that full time work be 37 hours per week, 36 in London). Church employers are advised to agree arrangements for hours, annual leave, sick pay and pension which are consistent with local arrangements.

Residential Accommodation

There is no need to offer accommodation. If accommodation is available and accepted then a residency arrangement should be formed. See Section 10.

Training

Children and Youth / Community Workers may attend the annual conference for Lay employees. (Details are available from the Children and Youth Team at Methodist Church House.)

Advertising

There are a number of places where an advertisement may be placed:

The local paper

Through the Council for Voluntary Youth Service (CVYS) who circulate job vacancies to all registered youth groups at set intervals. Your District Training and Development Officer will have details.

The Methodist Recorder or the press of the other denominations.

Magazines read by youth and community workers including

Youth Work (which is a Christian youth work magazine),

CCP, P O Box 17911

London SW1P 4YX

Tel: 020 7316 1450

Web site: www.youthwork.co.uk

Children & Young People Now (which is a secular magazine lined to the National Youth Agency

Tel: 020 8267 4652

Web site: www.cypnow.co.uk

AMAZE (which is the Association of Christian Youth and Children's Workers)

Tel: 0121 503 0824

Web site: www.amaze.org.uk

Web sites for agencies which specialise in recruiting people for youth work:

Christian Vocations – www.christianvocations.org

Youth Work Jobs – www.youthworkjobs.com

ZEDX – www.zedx.co.uk

Information and Support Sources

Within each District there is a Regional Youth Participation Worker who can offer you support and advice in the setting of youth and community projects and about possible sources of funding. Your minister will be able to tell you how to contact the RYPW.

Your District Lay Employment Secretary who should be consulted before a post is advertised. (See section 2).

At Connexional level the Children and Youth Team at Methodist Church House will offer advice.

AMAZE (see above) has produced a comprehensive manual on employing a Youth or Children's worker.

Once in appointment, the worker can also gain support from the Methodist Youth Workers Association.