

YOUTH AND CHILDREN'S WORKER - FULL TIME

Position purpose

To lead and implement the operations of the Presbyterian Youth and Children Committee (PYCC) of Victoria.

Duties and responsibilities

Organise state-level events

- Arrange bookings and speakers, and then delegate roles and responsibilities to volunteers
- Adhere to the committee's 'Policy and Procedures manual' for all events
- Report on all events to the committee.

Recruit, train and lead volunteers

- Create a pool of eligible volunteers (Safe Church & Pastor approved)
- Work with the committee's Safe Church Rep (and/or the Safe Church Unit - SCU) to ensure all volunteers are up to date with Safe Church accreditation.
- Organize the necessary training events for volunteers prior to events, and appropriate pastoral follow up for volunteers after events
- Provide oversight of volunteers at events

Discipleship & Planning

- Encourage a culture of disciple-making-disciples among the children, youth and volunteers
- Oversee the annual leadership launch camp
- Develop a long-term plan for events, discipleship and local congregational support
- Oversee the Catechism Curriculum

Support state-level youth and children's ministry across the PCV

- Build an informal network of support for state-level youth and children's ministry
- Support local Presbyterian Church of Victoria (PCV) youth and children's ministries and their leaders with training and advice.
- Participating in national Presbyterian Church of Australia (PCA) children's and youth networks and training
- Support the work of the state METRO committee in relation to youth ministry
- Be the person with overall responsibility for Child Safety at all committee approved events (or ensuring that a suitable person is delegated into this role)

Fundraising

- Work with the Committee to raise funds as required

Working Relationships

- Reporting to, supervised by, and reviewed by the committee.
- Chairing the Operations subcommittee
- Supervising other part-time employees as required by the committee
- Coordination with the PCV SCU
- Recruiting, training and leading volunteer leaders
- Networking with church leaders within the PCV
- Interacting with PCV youth and children, and their parents

Requirements

- Affirm and uphold the theology and practices of the PCV
- Attributes: a deep interest in discipleship, organizational skills, ability to manage volunteers, and a pastoral manner
- Theological training
- Fulfil all applicable PCV Safe Church requirements
- Attendance at residential events
- Ability to work effectively with other committee staff
- Be or become a communicant member of a PCV congregation

Terms

- Full-time position regulated by a PCV Trust Corp Employment Agreement, reviewed annually and terms varied accordingly
- Appointed period of five years, with a one year probation, and with the possibility of renewal after a review
- Provision of a laptop, mobile phone and travel expenses
- Appropriate professional development
- Use of the Committee Office (Heathmont).

How To Apply

Please email your resume with cover letter, and any further questions to the Convener of the PYCC to Rev. Steve Jones (steve@drouinpresbyterian.org.au)