



YOUTH AND CHILDREN'S WORKER

Position purpose

To lead and implement the operations of the Presbyterian Youth and Children Committee

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 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 PCV youth and children's ministries and their leaders with training and advice
- Participating in national PCA children's and youth networks and training
- Support the work of METRO 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	<ul style="list-style-type: none"> • Reporting to, supervised by, and reviewed by the committee • Chairing the 'Operations & Strategy' 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Part-time position regulated by a PCV Trusts 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
Application Closing Date	<p>9th June 2023</p>
How To Apply	<p>Please email your resume to office.pyv@gmail.com (Please direct any questions to Paul via his mobile: 0413 963 899)</p>

