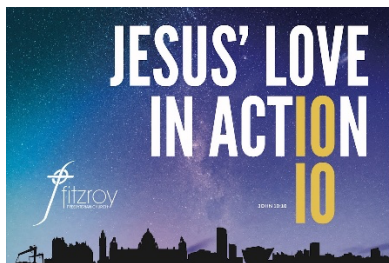


Fitzroy Presbyterian Church Youth and Children's Worker Application Pack



Closing Date: Monday 17 August 2026 at 5 pm

1. Introduction

Thank you for your interest in joining the Fitzroy Team as Youth and Children's Worker. This application pack sets out the important practical information you need to help you complete your application form and match your skills and experience to the role.

Fitzroy Presbyterian Church is a congregation of the [Presbyterian Church in Ireland](#) (PCI) and its mission is to enable people of all ages to grow in their relationship with Christ and have life to the full (John 10.10). Our core purpose is to celebrate God's goodness in our worship and to express God's love through our lives by:

- introducing people to Jesus Christ
- integrating them into His church
- educating them in a Christ-like lifestyle
- enabling them to participate in Christ's mission today

Ministry to our children and young people is a key priority of the Kirk Session. We have a vibrant ministry in place already, including Sunday programmes and weekly youth and children's clubs. These draw children and young people from the congregation, as well as those with little or no other connection to a local church. We now wish to further invest in this ministry by appointing a full-time Youth and Children's Worker on a continuing contract. You'll work alongside dedicated staff and volunteers to shape engaging programmes, support young leaders and interns, and help children and young people to encounter the love of Jesus.

Further information on the life and witness of the congregation, including our youth and children's activities, can be found on our website: www.fitzroy.org.uk

2. Role Description

Employed by: Fitzroy Presbyterian Church

Responsible to: The Minister

Salary: Starting at Band B, £28,707 pa (As per PCI APP Guidelines)

Main Function of the Role

The post holder will be responsible for the leadership and co-ordination of all Youth and Children's (YAC) Ministry designated by Kirk Session and be part of the team of staff and volunteers who deliver the youth and children's programmes. The post holder will contribute to the vision and strategy for the development of the church's YAC Ministry in conjunction with Kirk Session. The supervision of YAC ministry interns or students will be central to the job as will ensuring good practice in all aspects of child protection by working in partnership with the congregation's Safeguarding Designated Person.

Responsibilities and Duties

Leadership and Coordination of Youth and Children's Ministry

- provide leadership and coordination of all the youth and children's ministry activities on evening and Sunday morning programmes, ensuring regular communication between groups is maintained
- provide leadership on discipleship for youth and children
- provide and develop a safe space for young people in terms of encouraging appropriate behaviour and respect for others
- co-ordinate and mentor the volunteer leadership teams for each programme, ensuring a good balance of senior and junior leaders is in place for each activity
- lead programme planning and preparation and ensure it is scheduled and implemented within an annual cycle
- provide leadership in the development of the curriculum, in conjunction with Kirk Session, and ensure it is coordinated across all programmes, ensuring outlines and materials are available for leaders in charge
- coordinate an annual review meeting with each youth and children's ministry team
- prepare regular feedback to Kirk Session
- perform all administrative duties required to ensure the smooth running of the youth and children's ministry of the congregation
- manage the budget for youth and children's ministry maintaining accurate and up-to-date records
- oversee the resourcing of and the administration of the Youth Bursary Fund.
- promote all aspects of the youth and children's ministry within the congregation to the parents/guardians of participating children/young people and ensure regular communication is maintained with parents/guardians
- advocate for Fitzroy's youth and children's ministry within Kirk Session and where appropriate, outside bodies, such as funding and support agencies, community development opportunities etc
- research, arrange and/or deliver training and support opportunities for volunteer leaders and young people, including the range of activities offered by PCI

Safeguarding

- in conjunction with the Designated Person, Elder responsible and Kirk Session, promote good safeguarding practice and carry out duties in accordance with Fitzroy's Safeguarding Policy including:
 - coordinate the appointment process and participate in interviewing new leaders/ volunteers
 - assist in the coordination of safeguarding training
 - take appropriate action in reporting of concerns
 - coordinate parental/guardian consent Forms
 - coordinate risk assessments
 - support the church administrator in the keeping of appropriate records.

Delivery of Youth and Children's Ministry Programmes

- promote the youth and children's ministry programmes within the congregation and, where appropriate, within the community, by becoming an active member of the congregation and attending in-person Sunday worship regularly
- assist the Minister in including children in Sunday services
- provide spiritual guidance, mentoring and pastoral support to children, young people, volunteers and interns
- plan, prepare and co-ordinate the annual residential weekend for the youth and children's ministry groups
- maintain and develop existing community partnerships
- co-ordinate programme/s to support school leavers to prepare for 3rd level education and/or the work place
- actively integrate the work of youth and children's ministry into the life of the congregation, building on the existing support of, and for, Fitzroy's children and young people
- actively build effective relationships with the wider congregation, in particular the parents/guardians of children and young people
- encourage, train and give experience to our young people to be missional in our neighbourhood and beyond

Oversight of Interns, Students and Volunteer Leaders

- provide support and pastoral care for all youth and children's volunteer leaders and interns

Reporting and supervision

- report to the Minister on a day-to-day basis
- provide a monthly update and annual verbal and written report to Kirk Session including feedback and evaluation of the impact of the work
- provide an annual report for the Annual General Meeting (AGM)

- attend and participate in weekly staff meetings
- participate in continuous professional development as agreed by Kirk Session
- carry out any other duties appropriate to the post as required by the Minister

3. Personnel Specification

The successful candidate will demonstrate the following skills, knowledge, experience and personal attributes:

- an active, personal Christian faith and a commitment to working within the aims and ethos of the Presbyterian Church in Ireland and Fitzroy Presbyterian Church
- a minimum of two years' experience of regular leadership in discipling young people and/or children in a local church or other ministry setting
- a qualification relevant to working with children and/or young people (or working towards such a qualification)
- the ability to develop a vision and strategy for a youth/children's ministry which is integrated into wider church life and mission and to prepare programmes, pathways, events and materials to deliver this
- the ability to lead, develop and support volunteer teams
- a strong understanding of, and experience in applying, the statutory requirements and good practice relevant to working with young people and children, including safeguarding and health and safety
- effective management and organisational skills, including the ability to work both independently and collaboratively and to manage projects, time, budgets and resources
- good written, oral and social media communication skills in order to engage with young people and children
- strong interpersonal skills and the ability to relate to and engage all ages, particularly children and young people
- effective problem-solving skills and the ability to remain calm and resilient under pressure
- willingness to work irregular hours

NOTE: Access NI clearance to work with young people is essential; this will be carried on acceptance of the job offer.

4. Key Terms of Employment

Hours of Work

You will be contracted to work 35 hours per week, which will include irregular hours such as evenings and Sundays. You may be required to work additional hours when authorised and as necessitated by the needs of the congregation.

Remuneration

The salary is currently budgeted at £28,707 per annum (depending on experience) per annum payable monthly by BACS as detailed on your pay statement.

Job Flexibility

It is an express condition of employment that you are prepared, whenever necessary, to undertake alternative duties either on a temporary or permanent basis within our business. This flexibility is essential as the type and volume of work is always subject to change, and it allows us to operate efficiently and gain maximum potential from our work force.

Place of Work

You will normally be required to work at Fitzroy Presbyterian Church. You may be required to travel to and work at various locations and sites as dictated by the needs of the congregation. You will not be required to work outside the United Kingdom. There may be some flexibility about working remotely if it is non-disruptive.

Holidays

You will receive a paid holiday entitlement of 32 days per annum inclusive of public/bank holidays. Due to the nature of Fitzroy's programme of activities, you may be required to work on some of these dates. You will be compensated by time off in lieu.

Sickness and Absence Pay

Subject to meeting the qualifying conditions, you will be entitled to statutory sick pay (SSP) from us during absence as a result of sickness or injury. We have a contractual sick/injury pay scheme which, on completion of twelve months' service, provides payment during periods of certificated sickness for four working weeks in any rolling 12- month period.

Pension and Pension Scheme

We operate a contributory pension scheme into which you will be auto-enrolled (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the Congregation. You will have the option to opt out of this arrangement should you wish.

Probation

You will join us on an initial probationary period of six months.

5. The Selection Process

Please send your completed application form to jobs@fitzroy.org.uk no later than **5 pm on Monday 17 August 2026**. Applicants will be assessed at shortlisting on the basis of the information provided in the application form only. It is therefore essential for applicants to complete their responses as fully as possible, including specific relevant qualifications. Supplementary material such as CVs will not be considered by the selection panel.

A shortlisting process will then be carried out. Applicants will be advised at this stage if they will be called to interview. Only applicants who have demonstrated how they meet the criteria for the role in the Personnel Specification will be progressed to this stage.

Interviews will be held on **Saturday 5 September 2026 at Fitzroy Presbyterian Church**. Applicants are asked to indicate if the proposed interview date might cause difficulties — for example a pre-booked holiday or period when they will be out of the country. Given the difficulties in arranging interview panels, flexibility may not be possible. Disabled applicants are invited to provide details of special requirements or reasonable adjustments they may have if called for interview.

The appointment is subject to the production of original documents to demonstrate the legal right to work in the country, evidence of qualifications relevant to the application, a satisfactory Access NI Check (criminal records check), as well as satisfactory references and Occupational Health clearance.

Applicants are required to identify two referees, one of which should be their current or most recent employer. Referees will be approached when a job offer is made. You should not seek as a referee anyone who is related to you.

If you have a question about the role which is not answered here please email all three members of our HR Committee: Carrie Matchett, Anne McMurray and Flo Adair, and one of us will respond:

carrie@fitzroy.org.uk anne@annemcmurray.com flo@fitzroy.org.uk

*Thank you for considering joining the Fitzroy Team in this exciting and important role.
We look forward to receiving your application.*