Hope Church Ipswich
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Hope Church Ipswich Job Description

Youth Worker (Part Time)

To co-ordinate and deliver youth ministry at Hope Church under the vision and direction of the Youth Team Leader. To ensure that Sundays, midweek youth groups and Newday are well-administered, resourced and supported, enabling young people aged 11–18 to grow in faith and community. To recruit and coordinate volunteers, manage logistics and administration, and help build an excellent culture of engagement, enjoyment and discipleship.

Organisational Position

The Youth Worker reports to the Youth Team Leader, working closely with the staff team and other ministry leaders, with an elder assigned for spiritual oversight. The volunteer youth team are coordinated week-to-week by the Youth Worker.

Main Responsibilities

- Implementation and Admin – take the vision, plans and curriculum from the Youth Team Leader and ensure they are fully resourced, scheduled and delivered.
- Oversight of Gatherings – ensure Sundays and Fridays run smoothly each week, coordinating volunteers, supporting delivery and being present hands-on to provide continuity, particularly when the Youth Team Leader is not in attendance.
- Volunteer Coordination – organise rotas, briefings and practical support for volunteers, ensuring the team are resourced, trained and confident.
- Recruitment – work with the Youth Team Leader on volunteer recruitment; lead on DBS checks, references, training and induction.
- Safeguarding – ensure safeguarding policies are implemented in practice and liaise with the Youth Team Leader and Safeguarding Core Team as required.
- Pastoral Support – provide light-touch discipleship and encouragement for young people (e.g. occasional 1:1s, mentoring, follow-up), escalating to the Youth Team Leader where appropriate.
- Parents and Transitions – assist with practical communication and admin to support transitions from Hope Kids to Youth and maintain good parent communication.
- Purchasing Admin – manage purchasing, resourcing and equipment tracking set within the budget by the Youth Team Leader.
- Newday – take operational responsibility for Hope Church's involvement in Newday, including logistics (transport, catering, kit, registration, tent plans and rotas) and leading the camp on the ground, under the strategic lead of the Youth Team Leader.
- Events Beyond Sundays – co-ordinate the logistics and delivery of one-off youth events (e.g. socials, trips, fireworks night), in line with the Youth Team Leader's direction.
- ChurchSuite and Admin – manage rotas, registers, teams and communication through ChurchSuite.
- Other Duties – undertake any other reasonable duties as required from time to time.

Personal qualities, experience and skills

- There is a genuine occupation requirement for the post-holder to be a practicing Christian under Part 1 of Schedule 9 to the Equality Act 2010.
- Has a passion for people and has a good sense of fun and joy when interacting with youth, other staff and the wider church
- Has good organisational and IT skills, experience of coordinating rotas.
- Experience of coordinating and leading Youth activities in a Christian environment
- Knowledge of safeguarding procedures
- Takes a 'hands on' approach – you'll need to undertake a wide range of activities.
- A team player who enjoys contributing to the team and engaging in where needed, and ability to work independently, take initiative and follow through on tasks.
- Can demonstrate holding information confidentially.
- Strong communication skills - verbal, written, and relational, with the ability to communicate clearly with young people, parents, volunteers and church staff.