

## Appendix 1

### Rushmere Baptist Church Model Job Profile for Youth Workers

*As stated in Section 9 (The Appointment Process), the Youth Co-ordinator is responsible for giving job profiles to all Principal Leaders, Leaders and Helpers. The profiles will vary from group to group, but this model profile may prove helpful and can be adapted as appropriate. (For example, the statements marked with an asterisk are likely to be irrelevant for Helpers.)*

Name of group .....

Job title .....

Age range of group .....

Brief job profile .....

.....  
.....  
.....  
.....  
.....  
.....  
.....

Time commitment: Day of week ..... From ..... to .....

Weekly / Fortnightly / Monthly

All year / During school terms

\* Planning/preparation will be required and this is likely to take approximately ..... hour(s) per week.

Youth Leaders' Meetings are held about three times a year. You should try to attend as many of these as possible and are also expected to attend the planning meetings for your own group, which are arranged by your Principal Leader. You are expected to undergo appropriate training.

Line management: You are responsible to ....., who is your supervisor.

\* You are responsible for .....

Additional notes .....

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.....

#### **Other important information about our appointment procedures**

- You will be expected to apply for an Enhanced Disclosure from the Criminal Records Bureau and the Youth Co-ordinator will provide you with information to help you to do this. As this process can take some time, you will be asked to complete a Criminal Record Declaration in the meantime and return it to the Minister in a sealed envelope marked CONFIDENTIAL. This will be kept securely, will remain strictly confidential and will be destroyed on receipt of the Disclosure from the CAS.
- You will also be expected to read the Church's *Safe to Grow* Policy and to comply with it.
- All appointments are made for an initial probationary period of six months, after which time they are reviewed and either confirmed or terminated.