

TEAM LEADER JOB DESCRIPTION

Job Title: Team Leader

Reports to: Trustee Board

Responsible for: The leadership of LiNX Christian Youth Trust.

Hours of work: Full time, including occasional evening/weekend hours.

Annual Leave: 25 days plus bank holidays. Due to the nature of the work, time off in lieu is regularly accrued and may be taken when appropriate.

Main Purpose of Job

In agreement with the Trustees, the post-holder is responsible for the management and direction of LiNX Christian Youth Trust. This is a diverse role including line management, creative direction, administration, spiritual oversight and 'on the ground' youth work.

LiNX Christian Youth Trust was originally founded by local churches and so this post holder must foster good relationships and partnerships with churches across the denominations represented in Torbay.

The main work is based within the secondary schools of Torbay, with a holistic approach to young people's personal development; Spiritual, emotional, physical, mental and social. As such, the post-holder needs to keep themselves and the team up to date with the latest guidance in all these areas.

Specific Responsibilities

- Line Management of the team.
- Termly visits into the schools across Torbay in a supervisory role.
- Regular one-to-ones with each LiNX team member.
- Sharing resources, creative ideas, and good practice with LiNX workers and volunteers.
- Ensuring all team members are attending regular training in relation to their role.
- Safeguarding and training.
- Arrange and lead regular team meetings for discussion of and praying about current issues.

Creative Direction

- Developing action plans and giving constructive feedback in response to supervision visits and one-to-ones.
- Creating a strong, clear and consistent message across all areas of work, whether in schools, churches or the community.
- Attending Trustee meetings to give up-to-date and accurate feedback on how the team are doing and to receive input as the work develops.

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Administration

- Regular meetings with the treasurer, ensuring that the charity is on track in regards to any financial, statutory or logistical obligations and commitments.
- Reporting documentation for supporters, funders and partners.
- Developing strategies to improve and expand the work.
- To effectively plan and prepare for work as requested by the schools, and as part of a longer term strategy.
- To be part of planning teams for Torbay-wide initiatives and, to fulfil relevant tasks that arise from this.
- Sourcing funding to increase the sustainability of the work.

Spiritual Oversight

- Pastoral support and encouragement for the LiNX team, plus any school staff as appropriate.
- Ensuring regular prayer times with the team.
- Engaging supporters to pray for the work, either through meetings or prayer communications.
- Arranging for the team to go on an annual retreat together to seek God's guidance and vision for the work in the future.

Youth Work

To be able to deliver and support what is expected from any LiNX worker, offering a variety of high quality work including:

- Lessons and assemblies.
- Mentoring and/or small group work.
- Assemblies on various topics
- Signposting to relevant provision.
- Lunch clubs and/or Christian Unions.
- After school clubs and/or drop-in clubs often in partnership with churches.
- To make regular visits into the specific school allocated.
- To seek opportunities to support other youth ministries in Torbay, making connections between young people in schools and local churches.
- To create new innovative ways to reach young people of Torbay with the Good News of Jesus Christ.
- Providing such pastoral care for all pupils and staff as the school may desire and which is compatible with the project manager's other responsibilities.

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Communication

- Manage and model excellent internal communication with the team and volunteers.
- Monthly reports to the Trustees sharing success and struggles.
- Effective external communication with a number of stake holders - including churches, supporters, and schools.
- To continue to foster and grow relationships with Christian youth workers in Torbay.
- Developing good working relationships with staff at allocated schools, especially within relevant departments i.e. R.E./P&AE, PSHE, PE, and the School's Senior Leadership Team.
- Connecting with, and providing relevant support to church leaders and volunteers.
- Communicating regular updates of LiNX work, prayer requests & praise reports using social media.
- Promotion of various events through LiNX, churches, and schools.
- Creating regular opportunities for ways to connect with local churches, promoting the work and recruiting into prayer, giving, and volunteering.

In addition to these specific duties and tasks there may well be other duties commensurate with team life and the success of the charity as advised by the Chair of Trustees.