

**Job Description: Recruitment Assistant
and Student Link Worker
(part time)**



A) ROLE DETAILS

Duration: This is a three year fixed term post, which starts on 1st July 2024 and includes this summer's Ventures.

Accountability: The employee reports to: Danehill Principal, Paul Peterson, on behalf of the Limpsfield Trust. They will agree time-scales, and specific requirements and priorities in relation to the overall duties below.

B) PURPOSE OF THE ROLE

To increase the effectiveness of Danehill Ventures Ministry with the following specific focus:-

- 1) Encourage Danehill leaders who are students or young adults (by visits, calls and web-based contact etc), seeking to help them mature as Christians, be faithful in their walk with Christ at work or college, getting involved in a local church and CU, and encouraging them to stay committed to Danehill's ministry. To be proactive in recruiting other students and young adults to our leaders team.
- 2) Work in conjunction with colleagues to agree and implement a strategy to initiate, develop and maintain links with individuals and youth groups.

C) PRINCIPAL RESPONSIBILITIES

1. To attend Danehill Ventures and play a full role on the leaders' team, as agreed with the Danehill Principal. This will include a commitment to Bitesize events, the Leaders weekend and other training sessions, Summer, Autumn and New Year Ventures.
2. Assisting in the planning of Ventures, Bitesize events and the Leaders' Weekend as required. Suitable candidates may be asked to fulfil an Overall Leaders role at one or more Ventures each year.
3. To be proactive in visiting and encouraging young adults and University students on the Danehill team, in their journey of faith, and looking to recruit suitable new team members from the student bodies.
4. Supporting and encouraging the wider leaders team in sharing responsibility for recruiting, supporting and encouraging students and young leaders.
5. Seeking to develop links with new groups with a view to encouraging their attendance at Danehill Ventures.
6. To share in the visiting of existing groups around the country as agreed.
7. Speaking and leading meetings for youth groups as requested either as one-offs or for residential weekends.
8. To adhere to the CPAS and Limpsfield Trust safeguarding policy guidelines at all times, and be an advocate for safe practice with members and other volunteers.
9. To attend CAT meetings and contribute to written reports for Limpsfield Trust meetings as required.
10. To encourage leaders to meet together to pray for the Ventures work and to attend such prayer meetings where practicable.
11. Other duties appropriate to the role as agreed with line manager.

D) SUPPORT PROVIDED

- 1) Regular support sessions (fortnightly) with your line manager, which may be undertaken face to face or by phone contact.
- 2) Monthly team meetings (usually online)
- 3) Opportunities to attend one training course per year at the Trust's expense.
- 4) Opportunity for feedback/support at CAT meetings
- 5) Regular support from a mentor

E) EXPERIENCE, KNOWLEDGE, QUALIFICATIONS REQUIRED

- * An energetic individual with a robust Christian faith and committed to a local church. Able to initiate, implement and follow through recruitment initiatives by personal visits/ communication and social media.
- * Direct knowledge and experience of the work of Ventures.
- * Recent experience of Church Based Youth Ministry.
- * Proven ability to mentor and support young adults on their faith journey.
- * Understanding of young people and their spiritual needs.
- * Availability for the irregular hours necessitated by the job, including availability to attend Ventures as outlined.
- * Basic administrative skills including use of social media
- * A positive can-do attitude and the ability to take initiative in developing contacts with groups and individuals.
- * Good communication skills and an ability to relate well to young people, students, parents and church leaders.
- * A commitment to their own spiritual growth and appropriate self-care.

Terms and conditions

1. **Christian faith:** As a Christian organisation, with a focus on mission, this role includes an Occupational Requirement of an active Christian faith. You are required to accept the CPAS basis of faith.
2. **Location:** This post is home-based and no accommodation is provided. The role involves frequent travelling to many parts of the UK to meet up with youth groups, leaders, and Venture members and to attend leader, Trust and Venture-related events.
3. **Working hours:** The role is for 18.5 hours per week, equal to 50% of full time. It involves attending Danehill Ventures, and other Haslemere/Trust events including training and Bitesize events. The nature of the job involves evening and weekend work in order to be available to attend Ventures, youth groups, and to undertake student visits. Flexibility in working hours is therefore expected, with appropriate time off in lieu. A willingness to undertake such other duties as may reasonably be required in the interests of the Trust's ministry is expected.
4. **Salary and expenses:** In the range of £11,500 - £12,500 per annum depending on experience. Salaries are reviewed annually. All authorised expenses are reimbursed.
5. **Pension:** This role is pensionable in line with statutory requirements. This is currently set at 5% from the employee and 3% from the employer. The pension will be with the government-backed NEST scheme unless otherwise agreed.'
6. **Car:** This job involves travelling in circumstances where use of a car may be the only practical means of travel. Possession of a full driving licence is therefore required throughout the period of employment.

The Trust currently reimburses mileage at the rate of 45p per mile.
7. **Safeguarding:** Formal clearance under the CPAS Safeguarding Policy, including an enhanced DBS check, is required. All staff and volunteers are expected to adhere to the policy guidelines at all times.
8. **Holiday:** Annual holidays are five working weeks, plus all bank holidays.
9. **Start date:** 1st July 2024 or as agreed with Chair of Limpsfield Trust.

*To apply for this post, please submit a letter of application, outlining why you consider yourself suitable for this role, Please include a brief outline of your faith journey to date; an up to date CV, and contact details for two referees. Applications to Paul Peterson (paul@danehillventures.co.uk)
The application deadline is Sunday 24th March, with interviews week commencing 1st April.*