



So you are thinking of employing a children's worker or youth worker!

- # Why do you want a children's worker or youth worker?
- # What do you think a children's worker or youth worker could do that is not already in place?
- # Have you considered collaborating with other churches, projects, the deanery, ecumenical links?
- # What could make this appointment exciting, different to what is happening in the parish at present?
- # Identify three aims for this appointment and objectives which enable the execution of this aims.

Having considered the above are you clear on whether you would like to appoint a children's worker/youth worker? If yes move to the next stage.

How to go about appointing a children's worker or youth worker

- Consult Area Bishop, Archdeacon or YES Team
- Terms and conditions of employment
 - Salary
 - Housing
 - Pension
 - Working hours, holidays, and time-off in lieu
 - Management structure
 - Contract (see appendix)
 - Appraisals
 - Involvement in Chapter meetings, Synod, Fraternal meetings
 - Length of probationary period
 - Induction programme (see appendix)
 - Review of the post, how often and form the review takes
- Budget for expenses, resources and on-going ministerial costs
- Job description (see appendix)
- Person specification (see appendix)
- Advertising the post (see Appendix)
 - where?
 - when?
 - how?

- what the advertisement should include
- Interview process
 - short-listing procedure
 - interview panel
 - interview
- How will the children's worker/youth worker be paid (see appendix)

At commencement of employment

- Date for commencement of employment is dependent on:
 - Criminal Records Bureau check . NB: It is to be an enhanced check for children
 - Satisfactory references
 - Health check
 - Meeting with the area Bishop
- Induction Programme
- Licensing/Commissioning