

Lightwave Community – Forest Heath Hub

Job Description

Full time Youth Leader Forest Heath Hub – Red Lodge, Suffolk Fixed term contract to end 2027

PURPOSE

Lightwave is a Christian community, meeting in small groups, especially in rural areas. The name comes from the idea of light waves being the way in which light spreads into dark places. Lightwave is committed to shining the light of Jesus through Christian witness and practical service:

The foundation of our social engagement is discovering Jesus as the Light of the World. We believe that Jesus calls all people to follow him and is concerned with our everyday lives. We aim to be church for people who don't normally "do church".

Our vision is for more people to come to know Christ in rural Suffolk. Each group is part of the great wave of God's love which brings light to our county. The Lightwave Community is currently funded mainly through the Growing in God in the Countryside Project, is part of the work of the Diocese of St Edmundsbury and Ipswich financed by the Church Commissioners.

We are looking for a Youth Leader whose focus will be for the spiritual wellbeing of the young people living in this new developing area of Red Lodge and the surrounding rural villages which make up the Forest Heath area, and work to make new disciples of Jesus among 10-18s by developing and implementing a comprehensive approach to youth ministry while serving as a spiritual leader and role model.

Our Youth Leader will be someone who loves being with young people, who is themselves young at heart, and who models a vibrant living faith in Jesus. This person will understand themselves first of all to be a loved disciple of Jesus. They will love God's Word and rely daily on the power of the Holy Spirit to follow him.

We want every young person in our community to have the opportunity to hear about Jesus Christ and to enter a life-changing relationship with God. Therefore, we are looking for an individual with the gift of the evangelist, who can communicate the good news relevantly to young people.

We hope to grow our youth ministry over the coming years, so we are also looking for an individual who has the skills to inspire and develop a healthy, empowered volunteer team around them.

The post will be fixed term contract to end 2027, with an option to extend if further funding is available.

REPORTING TO

The Co-leader of Lightwave Forest Heath Hub, currently Alison Earl

Based at the Lightwave Forest Heath Hub.

KEY CONNECTIONS

Work with the key leaders and staff team to achieve the strategic objectives of the Lightwave Forest Heath Hub in Red Lodge.

Revd Diane Grano, Leader of Lightwave Forest Heath Hub

Revd Laura Mumford, Diocesan Growing Younger Enabler

The Diocesan Youth and Young Adults Enabler

In addition, connect with other youth leaders/workers and organisations, community youth groups etc to achieve the general purpose.

ROLE DESCRIPTION

As part of the growing younger team in the Forest Heath Hub, you will have a primary focus on school year 6 to year 13 (age 10 to 18) as well as supporting the overall work of the growing younger team which includes younger children.

- Create a fun, stimulating and safe environment where children and young people will meet to engage with each other and have fun in an atmosphere where they can also invite others. The aim is to transform lives, equip them for effective service, and encourage them to grow spiritually and reach out to others, while serving as a spiritual leader and role model to the youth.
- Create regular healthy environments for our young people to explore faith, grow and flourish in their walk with Jesus.
- To further develop the Sunday Youth Church, new worshipping community which includes times of worship, prayer and ministry, that young people won't want to miss!
- Communicate regularly and effectively with young people and their parents using the range of social media, WhatsApp etc.
- Run a termly programme of social events creating an open door for young people to invite their friends.
- Grow and lead the current midweek small groups (Trail Blazers and Deep Rooted) to allow for deeper discipleship.
- Connect with and encourage young people across the neighbouring rural villages to attend the central youth activities such as, Youth Café, Youth Church, Deep Rooted and seasonal events.
- Help develop children and youth Sunday morning junior church.
- Co-ordinate the Duke of Edinburgh Volunteers to achieve their goal, build relationship and create opportunity for invitation to other youth activities.
- Recruit and inspire a team of volunteers to serve at the various children and youth activities.
- Equip and encourage young people to be able to serve on teams at events, Youth Church and other children's activities.
- Organise and encourage an annual youth fundraising event led by the youth.
- Work with our team in the local primary and secondary schools
- Help in the planning of annual youth trips and organise other beneficial Christian events and festivals. It would be a requirement that you attend these activities with a group of young people.
- Regularly evaluate the health of the youth group - measured by spiritual growth, friendships formed, young people coming to faith and growth in confidence to share their faith.
- Engage with other youth workers, leaders and ministers in the diocese and youth network.
- Prepare a detailed costed work plan alongside the growing younger team for activities with clear outcomes, outputs and monitoring and evaluation activities.
- Responsible for delivering agreed outcomes, outputs, monitoring and evaluation reports from grants for Lightwave Forest Heath youth work.
- Essential advertising and awareness through social media, ChurchSuite and other platforms, ensuring that the ministries and events are visible and accessible across villages.

Other responsibilities as required and directed by the co-leader of the Lightwave Forest Heath Hub.

GENERAL EXPECTATIONS

- Engages in personal spiritual disciplines seeking to be an authentic follower of Jesus Christ.
- Attends worship services on a regular basis.
- Take opportunity to grow in leading worship services, encourage and teach young people to serve as part of a rota in church such as tech, music, welcome, hospitality and reading scripture.

- Attends and participates in team meetings and other meetings related to the departments listed in the job purpose.
- Assists the Lightwave leaders and the rest of the church in accomplishing the overall vision and objectives.
- Adheres to church policies and procedures.
- Reflects a professional image and church standards through dependability, appearance, and attitude.
- Fulfills other duties as assigned by the Lightwave leaders and Administration.

THE PRIMARY TASK

The Hub is developing a comprehensive approach to the development and implementation of the youth ministry at all levels in all ministry areas of the church. This comprehensive approach is based on the understanding of the primary task of youth ministry to:

- love youth where they are.
- encourage youth in developing their relationship to God.
- provide them with opportunities for nurture and growth.
- challenge them to respond to God's call to serve in their communities and world responsibilities.
- be an advocate for youth in the local church and community.
- spend time in the community talking to the young people and inviting them to join in youth activities.
- help plan, develop, and implement all aspects of a balanced youth ministry.
- ensure adequate volunteer support and adult to youth ratios.
- work in partnership with the Lightwave leaders to develop a strategic youth ministry outreach plan.
- keep records of youth participation and manage the youth ministry budget.
- communicate in a timely manner and as effectively as possible using all available resources. Ensure communication with church staff and leadership, parents, and the congregation as a whole.
- ensure that the Lightwave and the Church of England Safeguarding policies are implemented and observed in all youth ministry settings creating a safe environment for all children and youth people.
- prepare teaching material, resources for groups and the delivery of the sessions.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications/Knowledge and Experience	
The youth leader must be a practising Christian and have a heart for God, and a desire to grow in faith, in agreement with the vision of the church.	Leading youth groups and be able to demonstrate healthy growth within this context, including being confident giving talks and leading discussions, creating an environment where all people can feel welcome being able to deal with difficult situations lovingly, calmly and sensitively.
Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement a youth ministry.	A proven record of organising and delivering first rate youth work and/or school lessons.
Previous experience in youth work is essential but candidates/applicants with relevant experience or transferrable skills will also be considered.	Theological training or youth-work qualification or relevant training and experience

ESSENTIAL	DESIRABLE
Must have excellent written and verbal communication skills, conflict management skills, and computer skills.	Numerate with financial acumen Ability to prepare and monitor a budget
Competencies	
Able to communicate effectively with church and Lightwave group members, clergy, volunteers, Lightwave staff and general public	Able to speak confidently in the context of small groups and worship services
Able to use computer systems, social media platforms and quickly learn any new programmes, currently unfamiliar to them.	Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint) Facebook, Instagram, You Tube and other platforms.
Able to mentor young people and facilitate healthy mentoring relationships	
Personal Attributes	
Passionate about the vision of Lightwave – making disciples and social action which brings blessing to the areas in which our groups meet.	
Personally approachable, enthusiastic and friendly	
Excellent interpersonal and relationship building skills	
Must be self-motivated, well-organised, energetic and practical.	
Marked by integrity in every area of life	
Person of prayer, committed to personal discipleship and growth. Values community as the context for Christian growth and evangelism and embraces the Lightwave Community Values - All Involved, Becoming Disciples, Creating Community, Doing Evangelism, Encountering God	
Committed to Lightwave work values of respect, support, transparent and quality	

GENERAL INFORMATION

This is a fixed term contract to the end of 2027, with the possibility of extension subject to operational need and further funding being available.

Note: In accordance with the equality act 2010 it is an occupational requirement that the post holder is a practicing Christian as the post holder will be required to represent the Christian religion in relation to the mission of the project.

Salary	£25,000 to £26,500 per annum depending on experience.
Pension provision	If eligible membership of the Lightwave Community pension scheme current in force, following completion of probation period.
Hours of work	Full time (35 hours per week. worked flexibly Monday to Sunday. TOIL (time off in lieu) is applicable to be agreed with line manager. The post holder will be required to travel throughout West Suffolk, using their own car. The office base will be at 5 Russet Drive, Red Lodge Evening and weekend are included in your working hours, it is expected that you take six Sundays off a year. You will work one Saturday a month and no more than two evenings a week.
Holidays	25 days paid leave in addition to the usual public holidays plus Discretionary days at Easter and Christmas (Pro-rata for part-time)
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended. Particular goals will be set for the first three months.
Notice period	During probation two weeks and thereafter one month
Place of work	The Lightwave Forest Heath Hub Office at 5 Russet Drive, Red Lodge, Suffolk, IP28 8GA
Other	Enhanced DBS required Full personal driving licence Car with insurance for business use

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed. The role description will be amended over time, in full consultation with the postholder, to meet the needs of Lightwave.

Application packs available from: The Lightwave website: <https://www.lightwave.community/job-vacancies>

Please note: Applications will only be accepted on our Lightwave application forms. Please do not apply online or send CVs

Applications marked 'Confidential Application' to be sent to: diane.grano@cofesuffolk.org or by post to Lightwave Forest Heath Hub, 5 Russet Drive, Red Lodge IP28 8GA.

Closing Date for Applications: 4th June 2025

Interview Date: Week commencing

Start asap.

For an informed conversation please contact: Alison Earl: alison.earl@cofesuffolk.org

Thanks for reading and if you recognise yourself in these pages, we hope to hear from you soon.