Job information pack

Young Adults Worker and Communications Lead to the Korean Mission

November 2024

Dear Applicant

I am delighted that you have expressed interest in our role of Young Adults Worker and Communications Lead to the Korean Mission. I hope that you will find the information provided in the pack inspiring. I would be very happy to have an informal discussion about the role, and to provide more information; please contact me.

This is an exciting opportunity to join our team to intentionally engage with the Korean Community in Surbiton and the surrounding areas and to establish a Korean worshipping community, based at St Mark’s Surbiton.

If you feel called to be part of our mission and have the necessary enthusiasm, skills and experience then we would be delighted to hear from you.

Please complete the application form by 8 December 2024.

With best wishes

Deacon Song Woo Hur

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Diocese of Southwark Job Description

**Job Title:** Young Adults Worker and Communications Lead to the Korean Mission

**Reporting to:** Ministers of Korean Anglican Church UK

**Location:** St Mark's Church, St Mark's Hill, Surbiton, KT6 4LS

**Key Relationships:**  Ministers of Korean Anglican Church UK

Incumbent at St Mark’s Surbiton

Incumbent at St John the Divine, Kennington

Operations Director based at St John the Divine, Kennington

Diocesan Core Project Team and Project Lead

**Background to the job**

This is an exciting opportunity for a Young Adults Woker and Communications Lead to play a key role in implementing “*A Fruitful Future II: Strategic growth and cultural change in the large, diverse Diocese of Southwark*”. Specific projects have been identified in places across the Diocese of Southwark where there is a clear opportunity for growth, and funding has been obtained from the Church of England’s Strategic Development Funding to support these projects.

This project will intentionally engage the Korean community in Surbiton, New Malden and surrounding areas to establish a Korean Worshipping Community at St Mark’s, Surbiton. This will include a young adults’ ministry to Korean university students and young adults in their 20s and 30s.

**Job Purpose / Summary**

The purpose of this role is to support the Korean Ministers as they establish, build and sustain the Korean Anglican Church UK (KACU). The focus of this role will be two-fold:

* support the growth of faith amongst young adults both inside and outside the church community. To provide pastoral support and to help young adults to connect with church and meet Jesus.
* develop and implement a digital engagement strategy to include maintaining the website and using social media to ensure that updates, invitations and reminders are circulated to the congregation and that the wider Korean community is aware of the church and feels welcome to participate in outreach and social action activities.

**Key Responsibilities**

1. Work closely with the Korean Ministers in the worship and fellowship of the church and contribute to goals related to growth and discipleship.
2. Prayerfully develop the weekly K-Bible Young Adults Group (KBY) into a place where our value of ‘making Jesus known’ is the highest priority.
3. Create and manage social networking service (SNS) accounts (e.g. Facebook, Instagram, YouTube) to communicate with Korean young adults and to enable them to know the church and Jesus in a way that brings fun and joy.
4. Develop dynamic and effective programmes of young adults work and related activities.
5. Support and encourage young adults to grow in
   * + faith, knowledge and understanding of being a disciple of Jesus,
     + awareness and capacity to live a Spirit-led life,
     + opportunities to practice and grow in the gifts of the Spirit and, become active members of the Korean church family.
6. Identify, recruit, train and nurture new volunteers for all Young Adults activities and groups.
7. Manage and provide pastoral support to Young Adult church volunteers.
8. Ensure that volunteers and team members are sufficiently trained and have good knowledge of safeguarding policies and procedures.
9. Ensure that safeguarding policies are followed, and that robust safeguarding practice is fully embedded in all aspects of the youth ministry.
10. Ensure risk assessments are carried out for all activities.
11. Depending on experience, the role holder will take on more responsibility over time.

**Health and Safety**

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

**Equality and Diversity**

All staff are expected to demonstrate the value of ‘Respect for All’ and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

**Confidentiality**

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

**Any Other Duties**

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

**Person Specification**

**This post is subject to an occupational requirement that the postholder be a practising Christian under Part 1 of Schedule 9 of the Equality Act.**

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| **Essential** | **Desirable** |
| **Experience and qualifications** |  |
| Experience of working with young adults | Experience in leading group discussions |
| Experience of overseeing volunteers |  |
| Experience of engagement through social and digital media including content production. |  |
| **Skills/Aptitudes** |  |
| Ability to create a dynamic and fun environment for young adults | Website design |
| Ability to engage young adults through creative digital content and interactive platforms |  |
| Committed to the spiritual and emotional development of young adults |  |
| Excellent interpersonal skills |  |
| Ability to recruit, lead and pastor a range of volunteers |  |
| Adaptable to new opportunities and able to proactively engage with unexpected challenges that can occur in church life |  |
| Ability to run an event from initial planning to review |  |
| Good organisational skills and comfortable within a team environment |  |
| Computer and social media literate |  |
| Fluent in Korean and English language (spoken and written) |  |
| **Character and personal qualities** |  |
| To have the heart of an evangelist and desire to reach young adults inside and outside of the church |  |
| Confident in interacting with young adults |  |
| A self-starter able to work on their own initiative and manage their own workload well |  |
| Understand the importance of confidentiality and behave accordingly |  |

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**TERMS AND CONDITIONS**

**Young Adults Worker and Communications Lead to the Korean Mission**

Part–time (28 hours/4 days per week including Sundays and evenings)

**Outline terms and conditions**

**Employer**

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW. This post is a fixed term post until 30 June 2028, funded by the Strategic Development Fund.

**Normal Place of Work**

Your normal place of work will be St Mark’s Surbiton, although you may be required to travel to other areas.

**Salary**

The post has a salary of £24,000 [£30,000 pro rata] per annum, depending on experience.

This post is open to clergy and there is flexibility to discuss part time arrangements alongside ministry roles.

**Probation**

The appointment is subject to the satisfactory completion of a six-month probationary period.

**Hours of work**

28 hours per week, including evenings and Sundays

**Holiday Entitlement**

You will receive 26 days annual leave per annum (pro rata), increasing to 31 days (pro rata) after 2 years’ service. There is also an entitlement to 2 local and 8 national bank holidays (pro rata)

The leave year runs from 1st January to 31st December.

**Sick Pay**

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

**Season Ticket Loan**

An interest free season ticket loan is available upon satisfactory completion of the probation period.

**Cycle to Work Scheme**

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

**Pension**

A non-contributory pension will normally be arranged with the Church Workers’ Pension Fund, currently a 15% employer’s contribution.

**Employee Assistance Programme**

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

**Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

**Termination of Employment**

During the six-month probationary period one week’s notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months’ notice.

**Equal Opportunities**

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

**Disciplinary and Grievance Procedures**

Further details would be provided in the contract of employment that would be issued on appointment.

A graphic of a group of people

Description automatically generatedBackground Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

****The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

**Trinity House and the Area Offices**

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

SOUTHWARK VISION 2024 – 2035

**Christ Centred | Outward Focused**

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God’s gifts and people. You will find churches that offer welcome, care and dignity in Christ’s name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways.

Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

**Our priorities are:**

## **Parishes**

We value all our parishes and are committed to enabling and serving them, so they can minister to the whole people of God in their local context.

## **Ministry**

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced and well-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.

## **Growth**

We will grow our existing churches, including revitalisation initiatives, and establish new worshipping communities. We want to see our Diocese surpassing pre-pandemic levels of of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.

## **Youth & Diversity**

We are committed to becoming a younger, more diverse Diocese. We wish to see our churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.

## **Deepening our discipleship**

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.

## **Healing**

We will seek God’s healing for our communities and our world. Christ’s call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.