



Job Description

Job Title	URC Youth Internship
Area/Department	Discipleship/Children's and Youth Work
Reporting to	Head of Children's & Youth Work
Direct Reports	None
Location	Home based
Travel	Occasional travel within the UK
Working Hours	8 -30 hours per month to be worked flexibly Some weekend and overnight stays required

Job Summary: To support the URC Youth in carrying out the work of the URC Youth Executive and provide support CYWC in engaging with URC Youth.

Background: URC Children's and Youth Work policy and programmes are determined by the Children's and Youth Work Committee on behalf of the United Reformed Church's General Assembly (the governing body of the United Reformed Church). URC Youth, an informal association for all young people associated with the URC aged 11-25, elects a volunteer Youth Executive including Youth Moderators and Communication Officer, and holds an annual Youth Assembly. The Youth Executive develop a programme of campaigns, events and opportunities across the year.

The Children's and Youth Work (C&YW) department plans and delivers the policy and programmes under the direction of the Head of Children's and Youth Work.

The United Reformed Church has 13 Synods, of which most employ a Children's and Youth Development Officer (CYDO) or equivalent, and appoint a representative to URC Youth Exec.

This role works closely with the URC Youth Moderators and URC Youth Communication Officer, under the direction of the Head of C&YW.

Principal responsibilities and duties

URC Youth Communications Support

1. Create and post material for URC Youth social media platforms as directed by URC Youth Exec (currently Facebook, Twitter, Instagram, YouTube).
2. Manage a diary/schedule for URC Youth communication.
3. Work to increase engagement with URC Youth comms for young people aged 11-25 with a connection to the URC.
4. Assist in production of press releases, written resources, proof reading and liaising with designer and printer (internal or external).
5. Assist in creation of materials to support events (bookings, programme material etc).
6. Create virtual library of images/photos available to be used to support URC Youth comms.
7. Keep internal basic financial records of subscriptions and expenses to enable monitoring of budget.
8. Be the first point of contact for the URC Youth comms dealing with enquiries using the agreed processes.

Children's and Youth Work Communications Support

1. Support the Children's and Youth Work Team and the Synod CYDOs and equivalents in communicating with URC Youth as required.

Other

1. Complete internal and external training in communication as directed.

Working with Committees and Volunteers

This section lists the type and level of interaction that this role has with committees and other groups. It will vary from time to time and as directed by the Head of C&YW:

1. Children's and Youth Work Committee; *required to send end of Internship review.*
2. URC Youth Assembly: *Annual residential youth-led event. Required to attend and provide support as directed by Youth Executive.*
3. URC Youth Executive: *(four residential weekends plus ad hoc daytime or evening virtual meetings). Required to attend occasional meetings in person or virtually or send reports.*
4. *Work with members of the URC Communications Team as appropriate.*

Expected Standards

This section refers to the way in which the job is done rather than the duties/responsibilities.

The [C] Core or [E] Enhanced specified after each standard denotes the clause required for the job:

1. Communicate effectively with colleagues and internal and external customers [C].
2. Act in ways that support a culture which promotes equality and values diversity [C].
3. Act in ways that protect own and others' health safety and security [C].
4. Deliver excellent customer service [C].
5. Take responsibility for own personal development and develop skills and knowledge to enable effective work performance [C].
6. Ensure compliance with data protection principles and practice [C].
7. Ensure compliance with safeguarding practice [C].

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time to meet organisational or departmental needs and this job description will therefore be subject to periodic review and change if required.

Revised April 2023

Person Specification

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Requirements	Essential	Desirable	Measurement
Education and qualifications	1. National Fives and Highers/GCSE passes (grade A-C/9-4) in English and Maths	<ul style="list-style-type: none"> • A level standard or equivalent education 	Application Form/Interview
Experience	2. Social media content creation across a variety of platforms	<ul style="list-style-type: none"> • campaigning • video editing • photography 	Application Form/ Practical Exercise/ Interview
Knowledge	3. Data protection	<ul style="list-style-type: none"> • URC Youth • the United Reformed Church and its structures • copyright 	Application Form/Interview
Skills and Abilities	4. MS 365 Office suite, specifically Outlook, Word, Excel, PowerPoint 5. Excellent communication and interpersonal skills, especially with young people 6. Accuracy and attention to detail 7. Dependability with a commitment to teamwork 8. Trustworthy; able to take responsibility for own work 9. Confidentiality	<ul style="list-style-type: none"> • networking • creativity • developing others 	Application Form/ Practical Exercise/ Interview
Other	10. Flexible in attending meetings and events outside of office hours (e.g. weekends and residential events) 11. Willing to work within the Christian ethos of the United Reformed Church 12. Aged between 17 -25 13. Enhanced DBS		