



The
United
Reformed
Church

Role Description for Convenor of Children's and Youth Programme Enabling Group

Role Description

Role Title	Convenor of the Children's and Youth Programme Enabling Group (Faith in Action Sub-Committee)
Main Tasks	Plan agenda, chair and accept minutes of meetings; report as appropriate to Faith in Action Committee
Main Points of Contact	Children's, Youth and Intergenerational Discipleship Team
Connected Roles	Faith in Action link person (to main committee)
Sources of Support	Convenor of Faith in Action Committee, DSG Faith in Action Head of Children's, Youth and Intergenerational Discipleship
Location	The majority of meetings will be online or hybrid. Where meetings are in person, these are likely to take place at venues around England, Scotland or Wales. Times to be worked out once the Programme Enabling Group is formed, to meet the needs of the members.
Time Commitment	Three hybrid meetings and one in person day meeting per annum (dates and times suitable for the membership of committee) plus additional follow-up work between meetings.
Remuneration	Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers while supporting the work of the Programme Enabling Group will be reimbursed, in accordance with the URC expenses policy.

Background: Following the decision of General Assembly 2025, Faith in Action Committee has been formed combining the work of the Mission Committee, Children and Youth Work Committee and the Education and Learning Committee.

The new Faith in Action Committee is a Core or Programme Committee with specialist sub-committees related to the work of the Faith in Action staff team. C&Y PEG is a subcommittee.

Committee Summary: The C&Y PEG directs the resourcing and equipping, events and opportunities to support and enable local church children's, youth, family and intergenerational ministry. This includes URC Children, URC Youth, the CYDO+ programme, engagement with the Faith in Action Committee, and budget management. The role of the Programme Enabling Group is to support and guide the CY&I staff team in implementing the work agreed through the CYDO+ allocations and wider partnerships within and beyond the URC.

Principal responsibilities and duties

Attending and participation in meetings

1. Convene and chair the Programme Enabling Group's meetings.
2. Create the Agenda, approve all papers in advance of each meeting
3. Familiarise yourself with the Programme Enabling Groups Terms of Reference (and delegated authority from General Assembly).
4. Be willing to support particular pieces of committee work outside of the meetings.
5. Enable all members (Children's Advocates, URC Youth Representatives, CYDO+ team / Synod leads representatives) to actively participate in the full business of the Programme Enabling Group.
6. Connect with the Convenor of Faith in Action, the Deputy General Secretary for Faith in Action and the Head of Children's, Youth and Intergenerational Discipleship

Training

Undertake training as required.

Expected Standards

This section refers to the way in which the role should be done as opposed to the duties/responsibilities themselves.

1. Promote a culture of open and effective communication.
2. Actively foster an environment which nurtures equality and cherishes diversity.
3. Take responsibility for own personal development and develop skills and knowledge applicable to this role.
4. Ensure compliance with safeguarding practice.

This role description reflects the overall scope and responsibilities of the role. However, it may change and evolve over time in order to meet organisational needs and this role description will therefore be subject to periodic review and change if required.