

## Wirral YFC are looking for new team members



### Part-time Secondary Schools Worker

**Place of work:** Schools throughout North Wirral and the Wirral YFC office  
**Hours:** 20 hrs per week for 39 term time weeks per year  
**Salary:** £12,688 pro rata (Actual salary is £4,758 for 39 weeks at 20 hrs per week)

**Overview of Role:**

- Clear relevant communication of the Christian faith to young people through presence, proclamation and discipleship in secondary schools.
- Delivery of high quality, credible materials in schools as part of RE, PHSE, Citizenship and Assembly programmes.
- Establishment of strong links between local churches, Wirral YFC and secondary schools.
- Enabling local Christians to engage in secondary schools work and playing a co-ordination/lead partner role in this.

### Primary School Worker (inc Primary School Project Development)

**Place of work:** Schools throughout North Wirral and the Wirral YFC office  
**Hours:** 24 hrs per week for 39 term time weeks per year  
**Salary:** £14,560 pro rata (Actual salary is £6,552 for 39 weeks at 24 hrs per week)

**Overview of Role:**

- The setting up and launch of a new Wirral YFC department which will work in close partnership with Scripture Union as well as local churches and schools.
- The establishment of strong links between local churches, Wirral YFC and primary schools.
- Clear relevant communication of the Christian faith to children through primary school input.
- The enabling, inspiring and co-ordination of local Christians so that they might engage in primary schools work.
- The formation of a new corporate identity and image for the new department that reflects the distinct modus operandi of the new department alongside marketing and graphic design experts.
- Budget management

### Office Administrator

**Where:** Wirral YFC office  
**Hours:** Annualised hours contract – 260 hrs per year  
**Wage:** £6.10 per hour

**Overview:**

- Oversight of office administration including the management of a small volunteer admin team.
- Responsibility for dealing with enquires and bookings
- Effective communication with Wirral YFC staff, volunteers, churches, schools and supporters including oversight of the production and distribution of termly newsletters, monthly prayer bulletins and invoices.
- Ensuring that all financial gifts and standing orders are appropriately acknowledged, logged and recorded.
- Co-ordination of some of Wirral YFC events and services
- Maintenance, update and develop of the Wirral YFC contact database.
- Basic accounting.
- Good IT skills essential

For more information and an application pack for any of these roles please contact the Wirral YFC office.

**Closing date for applications is the 15<sup>th</sup> July 2011.** Email us using [office@wirralyfc.org.uk](mailto:office@wirralyfc.org.uk), call us on 0151 647 8400, or write to us at 128 Cloughton Road, Birkenhead, Wirral, CH41 6EY