

# PROJECT APPLICATION

## Project Application Form

The words 'project', 'District' and 'Circuit' could be used interchangeably.

Name of Project:

Name of Key Contact in Project:

Address:

Email Address:

Project Website Address:

***Please take a look at the Selection Criteria in the Host Pack before completing this form.***

**Aims and objectives of the overall project within which the OPP will be based:**  
(250 words maximum)

<Please type here>

**What are the main activities of the project in which the OPP will be involved?**  
(250 words maximum)

<Please type here>

# PROJECT APPLICATION

**How does your project fulfil the 4 main selection criteria?**  
(You may use 250 words for each criterion)

*<Please type here>*

# PROJECT APPLICATION

**How many paid workers do you have?**

(This is just to give us some idea of the size of project we are talking about)

<Please type here>

**How is your project managed and how will the OPP fit into this structure?**

<Please type here>

**What is your project's annual turnover and main source of income?**

<Please type here>

**Who's who in your project?**

(Please list below the key personnel in your organisation and their contact details)

<Please type here>

Below is a generic template for a One Programme Participant job description and person specification. These need to be tailored to your project and submitted as part of your application, with particular attention given to the main tasks the OPP will be expected to carry out within the project.

# One Programme Participant Job Description

## POST

The One Programme Participant

Fixed Term contract until 31 August [insert year].

A salary of £14,213 pro-rata\* will be offered.

\*Pro-rata means the full-time figure recalculated to reflect the actual number of hours you will be working. The salary quoted is what you would receive in a full-time position. As a part-time member of staff, you will receive £6091.28 per annum (for a year). This is the equivalent of £7.81 per hour.

## LOCATION

[Insert project location].

## PURPOSE & OBJECTIVES

To enable, encourage, and enthuse young people both inside and outside of the Methodist Church by working collaboratively with others in the implementation of the Connexional Youth Participation Strategy in the Church and wider society.

## RESPONSIBLE TO

Participation Project Manager [insert region].

## RELATIONSHIPS

District Staff  
 Relevant District Committees  
 Regional Youth Networks and Forums  
 Youth Assembly  
 OPP Networks and Forums  
 Relevant Project Workers  
 Children and Youth Workers  
 District Chairs  
 Any others with appropriate knowledge in this area.

## ETHOS & WORKING STYLE

The OPP is expected to embrace fully and advocate the ethos of the Methodist Church Connexional Team, as expressed through Our Calling and Priorities for the Methodist Church, together with the collaborative working style as expressed in Ways of Working.

## WORKING STYLE FOR ALL STAFF IN THE CLUSTER

The OPP will work as a member of the Methodist Church Children and Youth Team (part of the Discipleship and Ministries Cluster), more specifically as a team member of the Methodist One Programme. In particular the OPP will work with the relevant Youth Participation Project Manager and the Participation Development Officer to fulfil the functions of the One Programme and effectively deliver against its agreed objectives in respect of the Youth Participation Strategy.

This will entail:

- working with the Youth Participation Project Manager to agree work plans that ensure creative and effective results;
- agreeing within the Youth Participation Team the specific contribution of this position to the work that will be delivered;
- being accountable for delivery of this agreed work;
- working within the agreed Ways of Working for the Team.

## MAIN TASKS

### Connexional (national) – six hours per week\*:

1. To attend four residential training weekends throughout the year (including arranging own travel to venue).
2. To regularly attend supervision and support meetings with the regional Participation Project Manager.
3. To assist the Children and Youth Team with regular feedback on developing work (for example, publicity materials) via email, telephone, face to face meetings or social networking websites.
4. To assist, as and when required, with the planning for Youth Assembly or other large-scale Methodist youth events and Greenbelt and to attend these events as representatives of the Youth Participation Team.
5. To assist the Participation Project Manager with planning and development work with regards to delivering and promoting the Youth Participation Strategy across the District and Region.
6. To keep adequate records of work, including a time sheet and a reflection diary.
7. To gain an understanding of global issues.
8. An overseas placement with Christian Aid.

\*these hours can be ‘banked’ to provide a larger portion of time for attendance at full day or weekend/overnight meetings.

### Local Project – nine hours per week:

At this point you need to insert the main tasks appropriate to your project – with as much detail as possible (whilst trying to avoid jargon and making the language accessible). Below is an **example**.

1. To be a Christian Aid ambassador in the host project. **[This must be left in the JD]**
2. To take a key role in the shaping, presentation and publicity of a newly established project around the Cardiff Circuit with the Youth Space team, and provide weekly team support (4 hours per week).
3. To attend weekly planning meetings and assist in the preparation for weekly activities, including acquiring necessary equipment from stores across the circuit/recognised suppliers and preparing space for activities.
4. To receive and register young people and volunteers, checking registration forms and ensuring proper completion of sign-in sheets for volunteers and participants.
5. To handle cash donations and follow local procedures to ensure proper recording of cash/monies received.
6. To work alongside the Youth Worker, Minister for Youth Work and volunteers to provide effective Youth Work that is Fun, Fellowship and Church
7. To be at the designated venue for the duration of youth work activities as a ‘responsible adult’.
8. To take an active role in running prepared activities for all present, or a smaller sub-group as required.
9. To tidy any space used for youth work once an activity is finished and return keys and any borrowed equipment to their initial condition/location. This includes turning off and returning to secure storage all projection equipment as per agreed shut-down routines; washing-up/cleaning the kitchen and other food preparation areas and proper disposal of refuse in appropriate external receptacles.

10. To assist in preparation and serving of food, including basic maintenance of kitchen hygiene and the record keeping of required hygiene routines as per local instructions.
11. To set out the 'Level 2' space as per the requirements of a session, including the movement of furniture and the setting up and alignment of projection equipment.
12. To take an active part in discussion and fellowship time, whilst assisting others in fellowship and also leading discussion and fellowship sessions on a rotational basis with assistance.
13. To lead and supervise games sessions on a rotational basis, including the preparation of group games.
14. To obtain equipment to an agreed budget either through existing groups at Cyncoed or using items from Youth Space stores – including arranging transport for items not currently on-site.
15. To communicate effectively the work and vision of the Youth Space with the young people at Cyncoed Methodist Church and other churches in the Circuit as required.

**TERMS & CONDITIONS**

Fixed Term Contract until [\[insert dates\]](#).

**HEALTH & SAFETY**

The post holder will be subject to the Methodist Council's Health and Safety Policy.

**EQUAL OPPORTUNITIES**

The post holder will be subject to the Methodist Council's Equal Opportunities Policy.

**RENUMERATION**

Starting salary will be £14,213 per annum (pro rata).

**HOURS OF WORK**

This post will be 15 hours a week – 9 hours will be dedicated to District work and 6 hours will be used for national work.

Some flexibility in working hours may be required due to the nature of this post and the work of the Cluster. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.

**HOLIDAY ENTITLEMENT**

Pro-rata 25 days per annum, plus Bank Holidays and an extra 3 days at Christmas and New Year.

**SICK PAY**

Entitlement in accordance with the Methodist Council's terms and conditions of employment.

**PENSION**

There is a final salary pension scheme which employees are able to join, subject to certain provisions. Contributions from employees are currently 8% of pensionable salary.

**PROBATIONARY PERIOD**

3 months.

**TRAINING**

Residential training weekends will be provided for all One Programme Participants (OPPs). Attendance at these is a requirement of the position.

**CRB DISCLOSURE**

This appointment will be made subject to a satisfactory Criminal Records Bureau Enhanced Disclosure.

# Person Specification

## Post: ONE Programme Participants

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
1. Education and Training	Willing to engage with Strategy training programme		A+I
	Evidence of having completed some form of formal education at any level		A
	Be of statutory School leaving age		A
2. Experience	Able to understand the pressures facing young people within a specified geographic region in the UK		A+I
		Able to use social networking websites	A+I
		Passionate about issues facing the world today	A+I
3. Special Knowledge and Skills	Able to engage with peers and young people of a variety of ages		A+I
	Good interpersonal and social skills		A+I
		Has a basic understanding of the Youth Participation Scheme	A+I
		Good communication and influencing and negotiation skills	A+I
	Able to fully embrace and advocate the ethos of the Methodist Church as expressed through Our Calling and Priorities for the Methodist Church		A+I
	Positive 'can do' attitude		A+I
	Prepared to work some irregular hours, including overnight and weekends and travel		A+I
4. Project-specific requirements	Able to demonstrate skills and experience in line with job description		A+I

Method of Assessment

A – Application Form, I – Interview, W – Written exercises, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)