

# TAKE A YEAR ON

## The ONE Programme

Thank you for expressing an interest in becoming a ONE Programme Host Project.

This is a very exciting part of the Methodist Church's Youth Participation Strategy – as young people aged 16-23 years have the opportunity to be employed on a part-time basis to help with the development of the mission and ministry of the Church at a local, regional and national level.

This pack contains:

- General information about One Programme Participants.
- A guide to the recruitment process for a ONE Programme Participant (OPP).
- A sheet of FAQs.
- Criteria for project selection.
- Timescales for Host Project Selection.

**If your project decides that they would like to apply to host an OPP in 2012/2013, then you will also need a copy of the Host Project Application Form to complete and a copy of the generic One Programme Participant Job Description to tailor to your project as part of the application process. These should have been sent to you with this pack but, if not, please contact your local Participation Project Manager or a member of the Connexional Children and Youth Team.**

## ONE Programme Participants

### DETAILS OF POSITION

- The position is similar to the traditional gap/ 'year-out'\* scheme, but not full-time.
- It will run September 1<sup>st</sup> – August 31<sup>st</sup> each (academic) year.
- Individuals will be employed for a maximum of 15 hours per week.
- A living wage of approximately £7.80 per hour will be offered (a salary of £14,213 pro-rata).
- The post will be based within your project, for 9 hours per week.
- The post will also involve some national work, attending four weekend training sessions during the year, Youth Assembly and other large-scale Methodist events.
- All Connexional (national) travel expenses will be reimbursed at agreed rates when such travel has been authorised in advance with the Line Manager. All Host Project travel and other project expenses need to be covered by the project.
- The Line Manager for the OPP will be the Participation Project Manager in your region.
- A local supervisor will also be allocated from your organisation to the OPP by the Participation Project Manager, and it is a requirement of the position for regular recorded meetings to occur between the supervisor and the OPP.

\*But the tagline of The ONE Programme is 'take a year on'!

### TRAINING

Residential training weekends will be provided for all OPPs. Attendance at these is a requirement of the position.

### REGIONAL SUPPORT

OPPs will be employees of the Methodist Council attached to your project.

Each region will have a Participation Project Manager who will be the first person to whom any questions can be directed. Further support can be offered by the Children and Youth Team.

### PROJECT REQUIREMENTS

Your project should have a connection with the Methodist Church. Maybe it is funded by the Church, or in a church building, or set up or run by Church members.

It can be a small local charity or part of a larger national organisation. It needs to have sufficient infrastructure to support the work of an OPP.

The project will need to complete a Host Project Application Form. This will tell us all about your project, its aims and objectives, what you actually do and the reasons you are applying to host a One Programme Participant. This should include the ways in which your project meets the criteria given on (page 9). This will help the panel decide if your project is the right one for this year.

The project will also need to write an OPP job description, using the template provided with the Host Project Application Form, with particular attention given to the main tasks the OPP will be expected to carry out within the project.

## PARTNERSHIPS

The Methodist Church has entered into an exciting partnership with Christian Aid in the delivery of the One Programme, which will add a global dimension to OPPs' job descriptions. How this is achieved will, of course, vary from project to project, but it will be a requirement of every post. Feel free to contact your PPM for further clarification on this.

There may also be a possibility that this partnership could result in a fully-funded overseas trip for every YPS-funded OPP, alongside Christian Aid's gap year volunteers, as part of their year with us. Your PPM can keep you informed about this as decisions are made.

## THE COST OF AN OPP PLACEMENT

Ten OPP placements will be paid for from The Youth Participation Budget. Decisions on which projects are funded this way are made by the YPS reference group (a group comprised of young people and adults).

However, there is the opportunity for projects to self-fund a placement or apply to their Circuit or District or other source of funding to fund one. Some projects in the past have also added funds to the YPS funded salary to make the OPP placement full time.

The costs for this type of arrangement are set out below.

### Costs for OPP Placements

	Salary costs	Travel costs	Weekend training costs	Management costs	TOTAL
<b>Part-time placement</b>	£8,500	£200	£200	£250	<b>£9,150</b>
<b>Full-time placement</b>	£16,800	£200	£200	£350	<b>£17,550</b>
<b>To increase a part-time funded placement to a full time placement</b>	£8,500	£0.00	£0.00	£200	<b>£8,700</b>

These arrangements need to be agreed by the Participation Project Manager in the region in which the project is based, and signed off by the Director of Children and Youth.

All arrangements need to be confirmed before the advertising of the post is begun. Payment must be received a month in advance of first salary payment being due, ie by 15th August 2012.



# Recruitment Process

As a successful Host Project you would be expected to advertise the job opportunity as widely as possible and recruit your OPP, and cover the cost of this. To do this you will need to work with the Participation Project Manager and the Discernment and Selection Team at Methodist Church House to ensure the recruitment and selection procedure complies with Methodist Church policy and the law.

We've included a suggested advert (below). An application form, interview question score sheets and other necessary paperwork will be provided via your PPM.

Please bear in mind the following:

- The interview needs to be arranged by you.
- The panel should ideally consist of the following:
  1. A representative from your project.
  2. A representative from your Methodist District.
  3. The Participation Project Manager or a representative from the Children & Youth Team.
  4. A young person.

If you need any advice or help don't forget you can ask your Participation Project Manager and they will have all the expertise of the Discernment and Selection Team at Methodist Church House at their disposal.

#### Suggested text for advert:

The Methodist Church's Youth Participation Strategy  
**MAKING A DIFFERENCE TO YOUNG PEOPLE'S LIVES.**

The Methodist Church is committed to the influence and involvement of children and young people, enabling them to make a difference in their community, their country and the world.

## The ONE Programme

take a year on

Thinking of taking a year out?

Could you work for 15 hours a week with [insert name of project]?

If you are 16-23 and want to:

- Make a contribution to your local community.
- Gain an understanding of global issues.
- Learn about yourself.
- Enjoy a challenge.
- Meet other young people across the country doing similar things.

Then email [insert email contact at the project] for an application form.

Closing date for application: [insert your dates here].

Interview date: [insert your dates here].

# WHAT NEXT?

## Once your OPP is offered a place what will you, as the Host Project, need to do?

As a Host Project you are responsible for ensuring that your District Chair is kept informed of the OPP's involvement with your project.

As a Host Project you are expected to support the PPM to ensure the application for an enhanced CRB disclosure is completed and submitted for processing as soon as possible after the successful candidate has been chosen.

As a Host Project you must also complete a risk assessment of your OPP's working environment.

As a Host Project you will be required to provide a Project Supervisor for the OPP. The Participation Project Manager will provide training for this person if necessary.

## Once your OPP is in place what do you, as a Host Project, need to do?

Regular project supervision meetings must be held and supervision record forms must be completed.

Regular meetings of Project Supervisor and Participation Project Manager should be held.

Representatives from your project must attend the end of year celebration event.

As a Host Project you must complete an 'End of Project' report when the OPP has completed their time with you.

NB. The ONE Programme is a one-year programme, if you wish to be a Host Project for the following year you must begin the process from the beginning.



## One Programme and OPPs FAQs



THE METHODIST CHURCH

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CHILDREN AND YOUTH TEAM

Jude Levermore, Youth Participation Development Manager  
 levermorej@methodistchurch.org.uk Direct line 020 7467 5234 Mobile 07891 455185  
[www.childrenandyouth.org.uk](http://www.childrenandyouth.org.uk)

HELP DESK, FOR ALL ENQUIRIES

020 7486 5502 [helpdesk@methodistchurch.org.uk](mailto:helpdesk@methodistchurch.org.uk)

### So, what is the One Programme?

The One Programme is about taking a year on. The scheme itself – and the opportunities it offers – will be extremely flexible. It is not a one-size-fits-all programme at all. It is a part of the Methodist Church Participation Strategy.

### Who are OPPs?

OPPs are unique individuals, giving one year of their time, committed to one place and project, and part of a bigger whole, God's family.

### Why is the One Programme 'individual and unique'?

The One Programme is essentially about one person. Each OPP will experience and participate in a programme of work tailored specifically to them and their development. The One Programme is about saying that everyone can make a difference; even just one person.

### Why is the One Programme 'about time'?

The One Programme is about one year of a young person's life; one year to make a difference. The One Programme is about taking 'a year on'; it's about opting in, not opting out. The One Programme is about looking forward. Yearning, praying, hoping. Working for a better tomorrow, 'one day'.

### Why is the One Programme 'about place'?

OPPs will be rooted in one place. Right where they live. They will be grounded in their context, enabling them and those they work with to experience and achieve something real, deep and long-lasting. We know that each and every location and circumstance is unique. We know this means that each project placement requires an individual approach and commitment.

### Why is the One Programme 'theologically committed'?

Though we are many, we are one. One body. One church. And we worship one God. That's 'One God, perfect in unity.' That's 'One God and Father of all, who is above all, and through all, and in all.' That's what it says in the Bible. (Ephesians 4:6)

# FAQS

## SPECIFICS

**What age can an OPP be?**

OPPs are young people aged 16-23.

**But what about OPPs under 18? Surely that's not old enough to 'serve'?**

This is an opportunity for the OPP as a young person. They will not be doing the work of trained youth workers, but more acting as apprentices. They might be in a project that works with children as well as young people, or a family centre, or an arts or worship Fresh Expressions project, for example.

**How long is an OPP's appointment for?**

OPPs will be appointed for one year only (September to August).

**What hours will an OPP work?**

They will be employed as an OPP for 15 hours a week. OPPs will spend 9 hours a week working in their project, with the remaining 6 hours a week set apart for Connexional initiatives and also training.\*

**Where will an OPP be based?**

An OPP will be based in a specific Church or project or circuit. Not across the entire District.

**Is there someone in each Region who can help a project apply for an OPP?**

The Participation Project Manager for your region can help projects apply. They will also be the OPP's Line Manager and they will work with the projects appointing OPPs to ensure each OPP has a local Supervisor in place.

**Where can a young person apply to serve as an OPP?**

Young people will apply for an OPP's role within the District where they live. OPPs will not be expected to be mobile across their whole District. Appointing projects cannot say that OPPs must drive and have a car. But OPPs will be expected to travel independently to their project.

**Does an OPP need to be a Methodist?**

No, but they do need to be sympathetic with the aims of the Methodist Church and comfortable being in the company of Christians.

**What sort of training will an OPP receive?**

All OPPs must attend an initial training weekend in September as part of their induction, with three more residential meetings during the rest of their 'year on'.

# FAQS

## Where does the One Programme ‘fit’ within the life of the Methodist Church?

The One Programme is part of the ‘Extending Discipleship, Exploring Vocation’ process in the Methodist Church, and part of the Participation and Connect Strategies of the Children and Youth Team.

## What sort of work will the OPPs engage in?

OPPs will undertake works of service, taking on challenges to do with Justice, Peace and the Integrity of Creation. Work in settings like youth cafes, street pastors, and community projects. They do not need to be engaged in specific youth work projects.

## Could young people already on placement in a District as part of other schemes be considered as OPPs?

No. The One Programme is about increasing opportunity, not funding existing work. It is all about extending the reach of the Church to engage with young people, giving them these opportunities. We are not looking for more workers. Instead, we are looking to benefit a young person. And this, in turn, will have the knock-on effect of benefiting our churches and communities.

## How is an OPP recruited and who employs them?

An OPP is an employee of the Methodist Council. Host Projects will be selected by a panel consisting of the Participation Development Officer (Jude Levermore), representatives from the Youth Participation Strategy Reference Group and the Youth President using annually agreed selection criteria with input from Methodist Youth Assembly. Successful projects will then be provided with all necessary recruitment paperwork. This includes the suggested advert in this pack and a job description/person specification template (which needs to be tailored to the specific project and submitted with the Host Project Application form). The job description is sent to Methodist Church House for the Discernment and Selection Department to ratify. Once approved, the project can then advertise and select their OPP. The project will also be provided with interview question score sheets, suggested interview questions and a suggested methodology for involving young people in the process.

\* These hours may be banked to provide a larger portion of time for attendance at full day or weekend/overnight meetings

# SELECTION CRITERIA

## CRITERIA FOR PROJECT SELECTION FOR THE ONE PROGRAMME 2001/11

As we are unable to financially support all the One Programme placements we would like to, the selection panel will have to prioritise.

Remember that the Methodist Church also supports VentureFX and it may be that you can find ways to link with this initiative. For more information, go to:

[www.methodist.org.uk/index.cfm?fuseaction=opentoworld.content&cmid=2539](http://www.methodist.org.uk/index.cfm?fuseaction=opentoworld.content&cmid=2539).

We are trying to ensure that every District has had an OPP during the lifetime of the Youth Participation Strategy and this may affect our decisions on placements this year. If you are unsuccessful in obtaining funding from us your PPM will explore with you other ways in which you might be able to secure funding and so still be part of the scheme. Below is a brief list, indicating how we will select One Programme Host Projects in the 2012/13 Connexional year.

The kind of projects/churches we are likely to prioritise.\*

- Projects that are creative in meeting a genuine need in their context.
- Projects that are compatible with the Methodist Church becoming more and more, “A discipleship movement shaped for mission.”<sup>1</sup>
- Projects that have realistic objectives and purpose for the OPP’s work during the year and beyond.
- Projects that encourage, value and understand the issues involved in the employment of young people.

\*The word project or church can be interchangeable. In the table we have used the word “project” for our convenience but it could be a Church/Circuit post

Note these Criteria might change from year to year in response to feedback from 3Generate Children and Youth Assembly.

**Please refer to these criteria when completing the Host Project Application Form**

<sup>1</sup> <http://www.methodist.org.uk/downloads/intra-contemporary-methodism-280611.pdf>

# TIMESCALES

## TIMESCALES FOR HOST PROJECT SELECTION

1. Jan - February: PPMs begin to identify potential projects.
2. Jan - February: Host Projects to be given Host Project Application Packs.
3. 1st March: Deadline for Host Project Applications to be submitted.
4. **30<sup>th</sup> – 31<sup>st</sup> March** YPS Reference Group: Selection panel meet and approve 10 projects.
5. 20th April: Deadline by which projects are informed of application outcome.
6. April - July: Posts advertised, applications received and interviews done.
7. 31st July: Deadline for OPPs to be appointed and paperwork completed.
8. 1st September: OPP start date.