



Youth For Christ
Northern Ireland



God has
you in
the palm of
His hand.
Isaiah 49:16

CENTRE COORDINATOR

DONAGHADEE YOUTH FOR CHRIST

JOB DESCRIPTION

“helping young people find Jesus, follow Him and join His family”

Centre Coordinator Donaghadee Youth For Christ

Role

Are you ready to make a real difference in the lives of young people? Youth for Christ Northern Ireland is on the hunt for a dynamic, **Full-time Centre Coordinator** to lead and drive our mission in the Donaghadee area. This isn't just a job – it's a calling to a unique location with a vision to see young people and communities transformed!

We're seeking a passionate, driven, and experienced youth worker who is fired up about sharing the life-changing message of Jesus. The successful applicant will have a real heart for drop-in work, engaging with young people in schools and the local church, and working with those on the margins, as we seek to see a generation of young people transformed by the love of Jesus and reach their full potential.

If this is you - then we want you on our team!

Get ready to lead, develop, and deliver programmes that unleash the full potential of our young people and communities. This is your chance to be a catalyst for change and inspire a generation of young people for Jesus in Donaghadee.

Application Process

Those wishing to apply should COMPLETE AND RETURN the application form to board@deeyfc.org

Application Deadline: **4pm Friday 25th July 2025**

Interview dates: **Week beginning 11th August 2025**

(The selection panel reserves the right to shortlist using the essential criteria only or by applying the desirable criteria as deemed appropriate).

**The nature of the role and the context in which it is carried out dictates that it is a genuine occupational requirement that the person appointed must be a committed Christian, subscribing to the Statement of Faith and Ethos Statement of YFCNI*

The successful candidate will also be required to undertake an Access NI Enhanced Check, including a check of the DBS Barred Lists. For more information, please follow the links at the end of this document.

CENTRE COORDINATOR

Job Description

Primary Location:	Donaghadee	Reports to:	Donaghadee YFC Board
Full Time:	35 hours per week	Salary:	£28,343 - £30,356
Allowances:	Associated mileage @ 0.45 per mile	Benefits:	Employer pension contribution increased to 5% after 1 year. 9 retreat days annually

Job Summary and context

YFCNI is looking for an experienced individual to be the Centre Coordinator for Donaghadee Youth For Christ. This person will be responsible for leading, managing and delivering the Centre's youth-work provision in the area.

Established in 1995 and overseen by a small board of trustees, Donaghadee Youth For Christ has had an active and enduring presence on the town's High Street for almost thirty years through the ongoing work of the 'Drop-In' and its adjoining charity shop. It has enjoyed the growing support of many individuals, local businesses and churches in the town throughout its existence and has become a much-respected member of the local civic community. Today, some of the young people who visit the centre are children of the original 'drop-in young people' of the late nineties.

The role will involve coordinating and delivering a range of weekly youth-work projects, continuing to deliver schools' work and detached outreach programmes, providing suitable activities that engage young people in Donaghadee who are currently beyond the reach of the local church and leading and growing a dedicated team of volunteers including the volunteer staff of the charity shop.

The successful candidate will further the vision of YFC in Donaghadee of '**helping young people find Jesus, follow Him and join His family**' by building on effective partnerships with local churches and individuals and, building meaningful relationships with young people that enable them to reach their full potential physically, emotionally, educationally and spiritually.

Main Duties

Youth-work Provision

1. To engage directly with young people through whatever means are necessary, including drop-in, schools work, detached work, mentoring and incorporating cross-community and multi-ethnic activities when appropriate, to fulfill the mission and vision of Donaghadee YFC.

Youth-work Provision Cont'd

2. Support young people in fulfilling their potential through participation in programmes which meet their social, educational, physical, emotional and spiritual needs, within a safe environment.
3. With a principal concern for faith development, provide opportunities for young people to explore, and experience the Christian faith and community; and be transformed by the love of God.
4. To develop partnerships with local churches in the town for the advancement of a Kingdom vision of seeing a generation of young people find Jesus, follow Him and join His family.
5. To foster and enhance existing relationships with local schools and maintain an annual schools work programme.
6. Recruit, train, manage, inspire and support a team of volunteers to support the ongoing delivery of programmes and the work of the charity shop.
7. Monitor and evaluate progress in relation to Needs Assessments and the Strategic Plan in order to achieve agreed outcomes and to facilitate (where appropriate) feedback to funders, board and donors.

Project Management

8. To raise financial support for the work of Donaghadee YFC through developing and caring for a regular support base; delivering appropriate fundraising events annually and applying for grants appropriate to the ministry.
9. To agree an annual fundraising strategy in conjunction with the Board treasurer.
10. To build and maintain effective and useful partnerships with others in the local community including schools, Council, PSNI, PCSP, EA, DC DA, etc.
11. To manage the annual youth-work budget in liaison with the Board and to administer funds appropriately.
12. To enhance the profile of the centre through publication of promotional material and the management and servicing of the Donaghadee YFC social media and website.
13. To implement and develop as necessary the policies and procedures of Donaghadee YFC so that the work continues to function as a safe environment for staff, volunteers and young people alike, ensuring that the highest standards of safeguarding are upheld at all times.
14. To manage and liaise with charity shop volunteers and others as required on a regular basis, ensuring that the shop is managed to the highest possible standards, including reporting shop issues directly to the Board and supplying a monthly return to the Treasurer.

General

15. To meet regularly with your appointed line manager, reporting on work and progress.
16. To establish and maintain healthy rhythms of prayer and worship within your personal life and the life and work of Donaghadee YFC.

General Cont'd

17. To play a full part in the life and work of the wider Youth For Christ NI family including attending staff meetings, retreats, training and summer programmes as required by YFCNI.
18. To undertake training as deemed necessary by YFCNI/ local board of trustees and to report to the Board as appropriate.
19. To undertake any other reasonable tasks as required by the board of trustees.

Hours of Work

The Centre Coordinator will be required to work 10 sessions a week across 35 hours, broken down into morning, afternoon or evening sessions of 3 1/2 hours. You are entitled to take time off for hours worked in excess of that, as agreed in advance with your line manager. However, it should be recognised that there is a vocational element to the job, which means that flexibility as regards timing and working hours is essential, including working on average 3 evenings per week, including 1 weekend night. Donaghadee YFC is a family-centered community and aims to offer flexible working patterns subject to programme timetables.

Personal Conduct

This is a high-profile job, with direct contact with young people and the public. It is therefore an ongoing condition of employment that you at all times maintain in public and private life, alongside your online presence, the highest standards of Biblical morality, that you will endeavour by prayer and regular times of devotion to nurture a close relationship with God, and that you abstain from all activities, involvements, relationships and associations which might in any way compromise your own testimony or the good name and standing of Youth For Christ.

Background

Youth for Christ Northern Ireland is a National Christian Youth organization that exists to impact a generation of young people for Jesus, working with local churches, partners and the community, to see young people across Northern Ireland experience, share and be transformed by the love of God, and reach their full potential; physically, emotionally, educationally and spiritually.

Donaghadee YFC is one of YFCNI's long-established local centres, constituted as a standalone charity in 1995, but always fully chartered to the YFCNI national body. It began as a small group of people meeting to pray for the young people of Donaghadee and grew to become a drop-in centre with full-time staff, part-time staff and a team of volunteers.

According to the 2021 census, Donaghadee town has a population of 7,320 with 18.3% of the population being aged 17 or under. The census also identified 62.8% of the population as being

'Protestant and other Christian'.

Holidays

You are entitled to 25 working days of holiday in each calendar year. In addition to this, you are entitled to at least 11 public/bank holidays.

Salary

£28,343 - £30,356

(Salary will be paid commensurate with experience and qualifications as per the YFCNI scales).

There is a stakeholder pension scheme applicable to your employment. You will automatically be enrolled in the pension scheme, where the employer will pay 2% of your qualifying earnings and you (the employee) will pay 5% of your qualifying earnings. You must inform the employer should you not wish to avail of the pension scheme.

After one year's continuous service, the Employer will increase their contribution to 5%, at which stage you may decrease your contribution to 2%, should you wish.

Fundraising

In line with Youth for Christ NI policy, this post will involve fundraising responsibility in order to ensure the ongoing sustainability of the role and the project.

Annual fundraising targets are set for both personal and corporate fundraising, based on the yearly budget.

The majority of this support will come from regular giving to YFC, supplemented by annual or one-off fundraising events and funding applications. The Board will work with the Centre Coordinator to achieve fundraising goals.

General

The first six months of employment are considered a probationary period that will be followed by performance reviews at intervals agreed with the Board. Thereafter appraisals shall take place annually.

Elements of this job and of its job description may be subject to change over time. As far as possible changes will only take place after full consultation and with employee agreement.

The successful candidate will be required to undertake an Access NI Enhanced Check, including a check of the DBS Barred Lists.

It is an occupational requirement of this post that you profess and practice the Christian faith; that you are fully committed to YFCNI's Values and Statement of Faith; and that you are a participating church member, in good standing with a church.

Undertaking an Access NI Enhanced Check

The successful candidate will be required to undertake an Access NI Enhanced Check, including a check of the DBS Barred Lists.

For more information please see the Access NI Privacy Notice online at

https://www.justice-ni.gov.uk/sites/default/files/publications/justice/accessni-revised-privacy-notice-3-May-2018_0.pdf

and YFCNI's Handling and Storage Policy

https://docs.google.com/document/d/13EHgg7w_m6Hq3ewgiqAnMwZvdx8Tr1Sx/edit

The Code of Practice Requires that YFCNI also sends a copy of its Policy on the Recruitment of Ex-offenders to all job applicants. Please find our Recruitment of Ex-Offenders policy online at

<https://docs.google.com/document/d/1Xj4tBEOhtb241Lb8GZy8Mk9DAVzpTakA/edit?usp=sharing&oid=109180366220189631130&rtpof=true&sd=true>

as well as the Access NI code of Practice at

<https://www.nidirect.gov.uk/sites/default/files/2021-11/accessni-code-of-practice.pdf>

If you have any questions, please contact the YFCNI National Office

on **028 90667980** or email **board@deeyfc.org**

YFC STATEMENT OF FAITH AND DOCTRINAL BASIS

All Members of the National Board and of local Management Committees, the President and other Officers and all staff/volunteers, shall by personal and corporate conduct and conviction and by declaration subscribe and adhere to the following

Statement of Faith and Doctrinal Basis

Of

Youth for Christ International

We believe that there is one God, eternally existent in three persons:
Father, Son and Holy Spirit;

We believe the Bible to be the inspired, the only infallible and authoritative
Word of God;

We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory;

We believe that the salvation of lost and sinful people is by the grace of God through faith in the shed blood of the Lord Jesus Christ and that regeneration by the Holy Spirit is absolutely essential;

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life;

We believe in the resurrection of both the saved and lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation;

We believe in the spiritual unity of believers in Christ.