Diocese of Leeds
Intern role description

THE CHURCH OF ENGLAND Loving. Living. Diocese of Leeds Learning.

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. **The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.**	
Name of church/body	Diocese of Leeds
Role title	Diocesan Intern - Voluntary worker
Main purpose of the role	To develop discipleship, grow interpersonal, professional and leadership skills, increase and broaden experience in the life of the Anglican church and deepen your relationship with God through: ▪ supporting specific ministries and activities in your placement church ▪ ministering to both individuals and groups as they are invited into a deeper relationship with God ▪ gaining a fuller understanding of ministry and church life ▪ engaging fully with the Internship Learning Hub teaching activities and internship events.
Who you will be responsible to	Placement church supervisor and Diocese of Leeds Intern Lead
What you will be doing	Intern volunteers will be asked to do the tasks listed below as agreed with the placement church and Intern Lead and depending on the focus of your internship and the stream you are on (NWDY, MES or Independent). General responsibilities: ▪ As part of the church staff team, take on administrative and practical responsibilities that ensure the church and its ministries are able to operate and thrive. ▪ Follow all the policies and procedures of the church (e.g. use of technology & IT, email and social media, expenses, lone working) and be committed to the protection and safeguarding of children, young people and vulnerable adults to ensure everyone is safe whatever the activity.

What you will be doing (cont'd)	▪ Attend and contribute to team meetings and prayer meetings; support with drawing up rotas and follow these; attend one-to-ones with placement supervisor (usually fortnightly); engage with mentor monthly. ▪ Participate in Sunday services (morning/evening), including operations and behind the scene work (administration, chair moving, technology, welcome etc.) ▪ Attend appropriate training as required by your role and responsibilities and as advised by the Placement church or Intern Lead. ▪ Engage fully with intern learning programme as part of the Learning hub; attending sessions, supporting the worship and hosting rotas as required and investing time in learning, reflection and prayer. ▪ Attend additional internship events throughout the year such as New Wine Discipleship Year or Ministry Experience Scheme events and internship retreats throughout the year. Specific responsibilities you may also be asked to take on as part of your church placement: ▪ Lead and/or teach in various settings dependent on calling and gifting (small groups, Sunday services, outreach activities, etc.) ▪ Support, plan and lead youth and children's activities and any additional events (such as social activities, weekends away, schools assemblies etc.) ▪ Provide pastoral care of adults/children in your placement church. ▪ Meet and greet people to make them welcome at specified service(s) and/or activities; chat to people during sessions and help everyone to feel at ease; make refreshments for visitors/event attendees. ▪ Support or manage church social media accounts and church-wide communication. ▪ Worship - leading and participating in the worship band at the church's weekly services; building relationships and nurturing the rest of the worship team; maintaining and updating chord charts, worship rota; assisting with Audio-Visual and other operational areas. Other responsibilities as assigned by the placement church.

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Disclosure & Barring Service (DBS) Requirements	An Enhanced DBS will be required after confirmation of the internship which the placement church will lead on. Safeguarding training will also need to be completed online.
Expectations of the intern	As an intern you will be expected to: • Arrive punctually in all situations and communicate if any foreseen delays • Build good relationships especially with ministry/activity teams • Respond to constructive feedback • Use and grow in your gifting as you serve the church • Take on more responsibility as the year goes on • Continue to engage in your own spiritual growth and formation.
Expectations of the Diocese	The Diocese of Leeds will: • Ensure that a training programme on Monday mornings will be delivered • Ensure clear communication around training and other opportunities • Make bursaries available where there is need • Offer support to placement supervisors.
Expectations of the Placement Church	The placement church will offer: • A placement supervisor to support your volunteering • A mentor (who may not be part of the church) • Full reimbursement of all working expenses in relation to your volunteering activities • A safe working environment • Relevant and required training for the role • Pastoral care and support for team members.

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Person Specification	We aren't looking for the 'finished article', but we are looking for people with the character, gifts and potential to really benefit from this internship, including:	Essential	Desirable
	• A passion for God and Christian faith*	X	
	• A commitment to the Anglican Church and willingness to serve in it	X	
	• A desire to serve others	X	
	• Experience of being part of a church community and having served in this community for at least 6 months before applying.	X	
	• A team player able to lead and be led well	X	
	• A professional manner	X	
	• Organised and able to plan ahead		
	• Good listening and communication skills	X	
	• Proactive and committed, especially being committed to the protection and safeguarding of children, young people and vulnerable adults.	X	
	• Have the ability to use IT effectively (email and web searching as a minimum)		X
	• Have creative vision and energy		X
	• Have the ability to be flexible and have a good sense of humour		X
	* There is a Genuine Occupational Requirement (GoR) for the successful intern applicant to be a Christian and this GoR applies under the Equality Act 2010.		
Qualifications	There are no formal qualifications required for this role; however, first-hand experience of being part of a worshipping church community is essential for making the most of the opportunities that come from being part of the program, as well as a willingness to be stretched and formed by God through the course of the year.		