

Training & Digital Resources Assistant

T SEE.

WISDOM IS POWER

WISDOM IS POWER

30

34 1,000

36

37

38 NEW BUSINESS

39 Ys

40 1.5 MILLION

41 1993

Youthscape



A brief introduction to Youthscape

We're a national organisation with long-standing roots in Luton where we continue to work with young people directly.

Our vision is to help transform how the whole church works with young people: meeting the common story of decline with new approaches to welcoming young people into the life of the church.

We support those working directly with young people, whether they are paid or volunteers, through training, events and resources. And we also work with church leaders and denominations to think strategically about the place of young people in the life of the church.

Youthscape's strength is our day-to-day work with young people in Luton, which informs our national work and grounds what we do in reality. We also value research highly, having launched the Youthscape Centre for Research in 2015. The Centre has published a series of significant pieces of research which have shaped and influenced not only our work but the whole UK church.

In 2025 we'll hold our fourth Satellites event, drawing thousands of young people together for a summer week of learning and activities. We plan to grow the event significantly in the coming years.

Making these projects possible is a small team of some thirty staff who work together to develop these events, resources and support for youth work and young people. We work collaboratively together on many of the larger events, as well as our specific roles within the organisation.

Youthscape is led by a Board of Trustees and Leadership Team who work closely together to make our limited resources and capacity have the greatest impact on the lives of young people across the UK.

The next decade is an opportunity for the church to think deeply and differently about how we serve young people in and beyond the church - we want Youthscape to be at the heart of that journey.

The work of the National Churches Team

The National Churches Team oversee two of Youthscape's largest national projects: **launchpad** and **Youthscape Essentials**.

Many churches recognise the absence of young people in their communities but feel unsure about how to re-engage with them.

Launchpad is a strategic, practical initiative that equips church leaders to influence culture, start new youth work, and create meaningful connections with young people. By working closely with churches and denominational leaders, Launchpad helps shape long-term, sustainable approaches to youth ministry.

Youthscape Essentials is a one-of-a-kind training programme designed to equip and empower volunteers of all ages and experience levels to support youth work in their churches. Delivered in ten interactive sessions, either in person or online, the programme provides insights into young people's lives, practical skills, and personal faith development. It has been widely embraced by churches

of all sizes, from those with established youth work to those just beginning their journey. Together, Launchpad and Youthscape Essentials are reshaping the future of youth ministry in the UK—building confidence, equipping leaders, and helping churches grow younger.

To help these programmes run effectively, we're looking for a **Training & Digital Resources Assistant** to support the delivery of national training courses and ensure that course materials remain engaging, accessible, and up to date.

This role is primarily administrative, supporting the coordination of online training, volunteers, and course logistics. It also includes design work, such as creating PowerPoint presentations, updating handbooks, and formatting digital learning materials.

As a key member of the team, you'll help ensure that church leaders, volunteers, and course facilitators have the best possible experience

with Youthscape Essentials and Launchpad. You'll be organised, detail-focused, and comfortable using digital tools, with an eye for making learning resources clear, accessible, and visually engaging.

If you're passionate about supporting youth ministry training, enjoy working with people, and have strong administrative and digital skills, we'd love to hear from you!



Key responsibilities and tasks

1. Administration and course coordination

- Manage course bookings and registrations for national online Youthscape Essentials courses.
- Oversee communications with course participants, facilitators, and trainers.
- Assist in scheduling and organising meetings, training sessions, and workshops.

2. Support for volunteers and facilitators

- Be the first point of contact for course hosts and facilitators, ensuring they feel supported.
- Support the team to train and coordinate course facilitators.
- Assist with gathering feedback from course participants and volunteers.

3. Assist in course delivery and online learning

- Help host and manage online training courses, ensuring a smooth experience for participants.
- Provide technical and logistical support during virtual training sessions.
- Assist in maintaining and updating digital course materials.

4. Design and update training resources

- Create and update PowerPoint presentations and slides for training sessions.
- Update course handbooks, worksheets, and digital activities, ensuring they are clear, accessible, and engaging.
- Assist with the design and formatting of learning materials in line with Youthscape's branding.
- Work closely with external designers or contractors when additional creative input is needed.

5. Support Diocese engagement & external relationships

- Assist in coordinating communications with dioceses and stakeholders.
- Help organise meetings and training events.

5. To take individual responsibility for safeguarding at Youthscape

- Complete relevant and regular training, as required.
- Ensure awareness and understanding of Youthscape's safeguarding policies and practices.
- Implement Youthscape's safeguarding policies and practices in all aspects of their day-to-day work.
- Conduct oneself in accordance with Youthscape's safeguarding policies and practices at all times, including outside of usual working hours.
- Report any safeguarding concerns in accordance with Youthscape's safeguarding and whistleblowing policies.

6. Fulfil wider responsibilities as a member of Youthscape

- Attend weekly chapel, team meetings, and retreats three times a year.
- Play an active role in delivering major Youthscape events, including the National Youth Ministry Weekend and Satellites.

Person specification

Theme	Essential	Desirable
Administration & Organisation	Strong administrative and organisational skills, with experience managing bookings, schedules, and communications.	Experience in event coordination or online course management.
	Ability to manage multiple tasks and deadlines efficiently.	Familiarity with database management and online learning platforms.
	Excellent written and verbal communication skills.	Experience using content management systems (e.g., website updates, online learning portals).
Digital & Technical Skills	Confident using digital tools such as Zoom, spreadsheets, and online booking systems.	Knowledge of accessibility principles in digital learning resources.
	Graphic design skills, with experience using Adobe InDesign, PowerPoint, and Canva to create visually engaging learning materials.	Experience using Adobe Photoshop or other design software.
	Ability to format and design PowerPoint presentations to ensure learning materials are clear, engaging, and user-friendly.	
Working with People	Friendly and approachable, with the ability to engage with volunteers, facilitators, and course participants.	Experience in youth ministry and working with volunteers.
	A proactive and flexible attitude, able to adapt to the changing needs of the role.	
Education & Faith	A mature Christian faith, in line with Youthscape's vision and values.	Educated to degree level in a relevant field (e.g., education, communications, theology, or digital media).
Travel	Full driving licence and willingness to travel occasionally for training events.	

Terms of employment

This full time role (40 hours) will be part of the National Church Training Team (which delivers Launchpad and Youthscape Essentials) line managed by National Church Training Coordinator.

The normal place of work for this role will be Bute Mills, working there a minimum of three days a week. Other work-related travel will be required.

The salary for this role is from £28,000 depending on experience. The role is funded for one year with plans to extend this for at least a further two years. There is a requirement that the role be held by a Christian.

We are committed to building a diverse team and strongly encourage applications from individuals of Global Majority Heritage, as well as those from under represented backgrounds.

Youthscape offer an employer's contributory pension scheme for all staff and a wide range of employee benefits including:

- 25 days paid holiday (plus bank holidays) rising to 27 days after three years and 30 days after five years service.
- Additional annual salary increases within a pay band.
- Three staff retreats each year.
- £300 annual training allowance to be spent by employee plus access to fund for formal qualifications.
- Apple Macbook provided and available for personal use.
- 24 weeks of paid maternity leave (12 weeks full pay, 12 weeks half pay) and 4 weeks of paid paternity leave (see our terms and conditions for details).
- 4 week paid sabbatical for longer serving staff.

How to apply

Potential applicants are welcome to contact the Director of Training, Alex Drew for a discussion in advance of making a formal application at alex.drew@youthscape.co.uk.

Applications must be made by midnight on Tuesday 1st April.

You should download the Youthscape application form from our website and send the completed form, together with a short covering letter, to mulkina.mackay@youthscape.co.uk. Mulkina can also address any questions about the application process or any difficulties in completing the form.

Shortlisted candidates will be invited to interviews in Luton on Tuesday 6th May 2025.

We are looking to recruit a full-time Training & Digital Resources Assistant, but we are also open to applications from candidates who are interested in part of the role on a part-time basis. If you have skills in either administration and training coordination or digital content and design, and are looking for part-time work, we would still love to hear from you.

Part-time roles would be hybrid, with adjusted expectations for working from Bute Mills. The pro-rata salary would be adjusted according to role and experience level.



Youthscape's vision

Youthscape is working to see every young person in the UK reached with the transforming love of God. We believe that this will only be achieved through the renewal of the local church's engagement with those young people; a church inspired and equipped with vision, research, skills and resources. This means that our primary focus is on inspiring, resourcing and training churches for the task of reaching young people.

We are youth workers. For more than 25 years, we have worked directly with young people and churches in our home town of Luton, Bedfordshire, and our work continues to flow out of this direct experience. Our vision to inspire the church and reach young people is rooted in both passion and practice.

We will engage three key groups through our work. We will invest in youth leaders, resourcing them for their task, training them to work innovatively with the emerging generation, and helping them to keep going for the long haul. We will seek to inspire and train church leaders to create a context for great youth work. And we will work directly with young people, both in Luton – where we continue to model excellent youth work - and nationally through events and resources which help to embed teenagers in their local church.

We will know that we are succeeding when more churches are growing because they prioritise the welcome and support of young people, and when more young people are finding a home in the Christian faith.



Youthscape

Youthscape
74 Bute Street
Luton
LU1 2EY

01582 877220

hello@youthscape.co.uk

Reg. charity 1081754

Reg. company 3939801, registered in England, a company limited by guarantee