

# Young Leaders Scheme

Northampton Methodist District

## Registration Pack



**2020/21**

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**We are delighted that you are making the commitment to host a young leader on the Young Leaders Scheme for the Northampton District.**

This pack will take you through all the necessary steps to ensure a smooth project launch.

After you have completed the pack, please return to Ollie McAllister (via the email address above) by **Tuesday 30<sup>th</sup> June 2020**. If this deadline cannot be met as we are in unusual circumstances due to COVID-19, please get in touch with Ollie McAllister.

The pack will then be reformatted and returned to you as a PDF.

Many thanks,

Young Leaders Scheme Team

## Key Information

<b>Circuit:</b>	
<b>Name of Young Leader:</b>	
<b>Name of Job Title:</b>	
<b>Start Date:</b>	
<b>End Date:</b>	
<b>Hours per Week:</b>	
<b>Name of Project Supervisor:</b>	

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## Contact Details

Role	Contact Details
<b>Young Leaders Scheme Coordinator</b>	oliver.mcallister@northampton methodistdistrict.org.uk
Ollie McAllister	07908 740188
<b>District Mission Enabler</b>	jill.marsh@methodist.org.uk
Jill Marsh	07745 020597
<b>District Employment Secretary</b>	graham.evans100@ntlworld.com
Graham Evans	01494 580016
<b>District Safeguarding Team</b>	safeguarding@northampton methodistdistrict.org.uk
Gill Crippen (Team Leader)	gill.crippen@northampton methodistdistrict.org.uk  07722 024250
Sue Ioannou (Quality Assurance Officer)	sue.ioannou@northampton methodistdistrict.org.uk  07543 712920
<b>Project Supervisor</b>	
<b>Young Leader</b>	

# Employment Pack

You need to complete the following;

- Job Description
- Person Specification
- Role Risk Assessment

**Replace all text within the asterixis.**

If you would like to see samples of employment documents for previous Young Leaders Scheme positions, then please do contact Ollie McAllister.

These documents will then be saved an individual documents by Ollie McAllister after submission.

## Young Leaders Scheme Participant, *\*Insert Name of Job Title Here\**

### JOB DESCRIPTION

**Job Title:** Young Leaders Scheme Participant,  
*\*Name of your placement job title\**

**Lay Employee in the:** *\*Insert name of\* Circuit*

**Location:** *Based \*insert location\**

**Responsible to:** You will be employed by *the \*insert name of\* Circuit* and will be under the supervision of an appointed supervisor from within the circuit.

**Purpose & Objectives:** *\*Insert Purposes and Objectives\**

(in line with safeguarding policy for the age-group of the young leader)

### Main Responsibilities

Working with a Variety of Teams

- *\*Insert duties\**.

Young Leaders Scheme Team Meetings

- *\*Insert duties\**.

*\*Insert other main responsibilities that your young leader will have here\**

- *\*Insert duties\**

### General Administration

*\*Amend the below as you see fit\**

- Check and where necessary respond to emails when possible (within the limitations of agreed hours) to ensure effective communication in the team.
- Maintain a personal timesheet, to log hours and actions. This will be used to allow for the flexible working conditions expected.
- Any other duties and responsibilities, identified by your supervisor and the Young Leaders Scheme team as are within your capabilities and level of responsibility, in order to meet the needs of the project.

## Terms and Conditions

- Terms of appointment, fixed term from *\*insert start date\** until *\*insert end date\**.
- The salary offered is £9.30<sup>1</sup> per hour for an average *\*insert number\** hours per week in accordance with that recommended by the Methodist Conference for Lay Employees and JNC guidelines.
- Salary and hours will include 3 away days (6 hours per day x 3 away days plus travel time) and any training required including travel time.
- Although much of the preparatory work involved may be home based, the team meetings, induction day, and Away Days will necessitate travel. If it is necessary, and agreed, for you to use your own car for your work you and the vehicle should be appropriately licensed and insured and you will be paid the allowance prescribed by the Methodist church. This is currently 45p per mile.
- Normal working pattern: The role is expected to require an average of *\*insert number\** hours per week (this includes regular work, away days and training). Specific times of day / and days will be agreed by negotiation.
- It is expected that you will attend three Away Days during the year.
- You will be expected to complete bespoke Safeguarding Training, by the District Safeguarding Team and Young Leaders Scheme Team. This training is instead of the Methodist Foundation and Advanced Module.
- The appointment will be subject to a satisfactory enhanced disclosure by the Disclosure and Barring Service.
- All reasonable agreed expenses will be reimbursed and a small budget is available for agreed training
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to three-month probationary period. Probationary review must take place by the Circuit between 1<sup>st</sup> December and 20<sup>th</sup> December.

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<sup>1</sup>Living Wage Foundation (2020). Real Living Wage. April 2020. Available from: <https://www.livingwage.org.uk/what-real-living-wage> [Accessed 13/5/2020].



## **Management**

- You will have a project supervisor and mentor. The project supervisor's responsibilities are outlined below. Further details can be found in the 'Project Supervisor Expectations' section of the Registration Pack.
- Become familiar with your work.
- Work with you to encourage the church to respond to new challenges and opportunities created by your role.
- Determine priorities for the work.
- Prepare a personal development plan with you.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with you on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a "sounding board" for you.
- Ensure that you receive suitable pastoral support.
- To note/monitor connections and communications being made, making appropriate interventions if/where necessary.

# Person Specification

**Young Leaders Scheme Participant,**  
***\*Insert Name of Job Title Here\****

## PERSON SPECIFICATION

**Post: Young Leaders Scheme Participant, *\*Insert Name of Job Title Here\****

Lay Employee in the *\*Insert Name of\* Circuit* based at *\*Insert location\**.

Attributes	Essential	Desirable	Method of Assessment
Education & Training			
Proven Ability			



<b>Special Knowledge &amp; Skills</b>			

		Understanding of the ministry and ethos of the Methodist Church as expressed through Evangelism and Growth Emerging Strategy.	A, I
<b>Special Qualities or Attitudes</b>	Able to work flexibly as part of a small team.		A, I
	Able and willing to work alone for periods of time without close supervision.		A, I
	Able to motivate self and others.		A, I
		Sensitive towards people of all Christian traditions, those of other faiths, and those of no faith	A, I
<b>Any Other Requirements</b>	Willingness to understand and engage with Methodism.		I
	Satisfactory Enhanced Disclosure (DBS).		DBS Application

	Able to work collaboratively with office based and dispersed colleagues; paid workers and volunteers throughout the Church, and ecumenical institutions and partners.		A, I
	Prepared to work some irregular hours, including weekends.		A, I
	To keep records of work achieved, started or completed for future enhancement of the work.		I

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)

# Role Risk Assessment

**Young Leaders Scheme Participant,**  
***\*Insert Name of Job Title Here\****

## RISK ASSESSMENT

**Post: Young Leaders Scheme Participant, *\*Insert Name of Job Title Here\****

Lay Employee in the *\*Insert Name of\** Circuit based at *\*insert location\**.

If you require help or support with regards to completing the risk assessment please get in touch with Ollie McAllister (details above).

Activity	Possible Risk	Prevention	Action to be taken to reduce risk	Responsibility

<b>Completed By:</b>	
<b>Signed:</b>	
<b>Date:</b>	

# Evangelism and Growth Emerging Strategy

The **calling** of the Methodist Church is to respond to the Gospel of God's love in Jesus Christ and to live out its discipleship in worship and mission. It does this through Worship, Learning and Caring, Service, and Evangelism.

We are called to be a growing, evangelistic, inclusive church of diverse people who speak of, listen for, and live out the goodness of God – so that new people become disciples of Jesus Christ and committed Methodists experience a deepening of faith.

Convicted by the Holy Spirit, who is surfacing a profound honesty about our current reality and stoking a new passion for more people and the whole world to be transformed by God's grace, the Methodist Church has claimed evangelism as an imperative dimension of our mission and identity in the 21st century.

Following the 2017 Methodist Conference's reaffirmation of "Our Calling", a new Evangelism and Growth Team was appointed in 2018/2019. Comprising 10 full- and part-time staff, the team started working diligently in 2018/2019 with leaders across the Connexion and with our ecumenical partners to inspire, architect and embed a contextual, coherent and coordinated Connexional Strategy for Evangelism and Growth.

For more information please visit the Methodist Church Website:  
<https://www.methodist.org.uk/our-work/our-work-in-britain/evangelism-growth/evangelism-and-growth-emerging-strategy/>

For the full 'God for All' strategy, please follow the following link:  
<https://www.methodist.org.uk/media/16893/gfa-leaflet.pdf>

## Young Leaders Scheme Project Aims

The Young Leaders Scheme clearly defines its aim to empower young leaders and defines young leadership as 'a person aged 16 – 23 who recognises that they can make a positive difference to God's world and is ready to learn about themselves, God and others, as they develop their leadership skills'.

Essential aims should include:

- To enable the faith development of the young leader.
- To enable the personal development of the young leader.
- To enable the vocational development of the young leader.
- To enable the development of the young leader's Methodist identity.

The list below shares potential project aims that should be considered when developing a Young Leaders Scheme project:

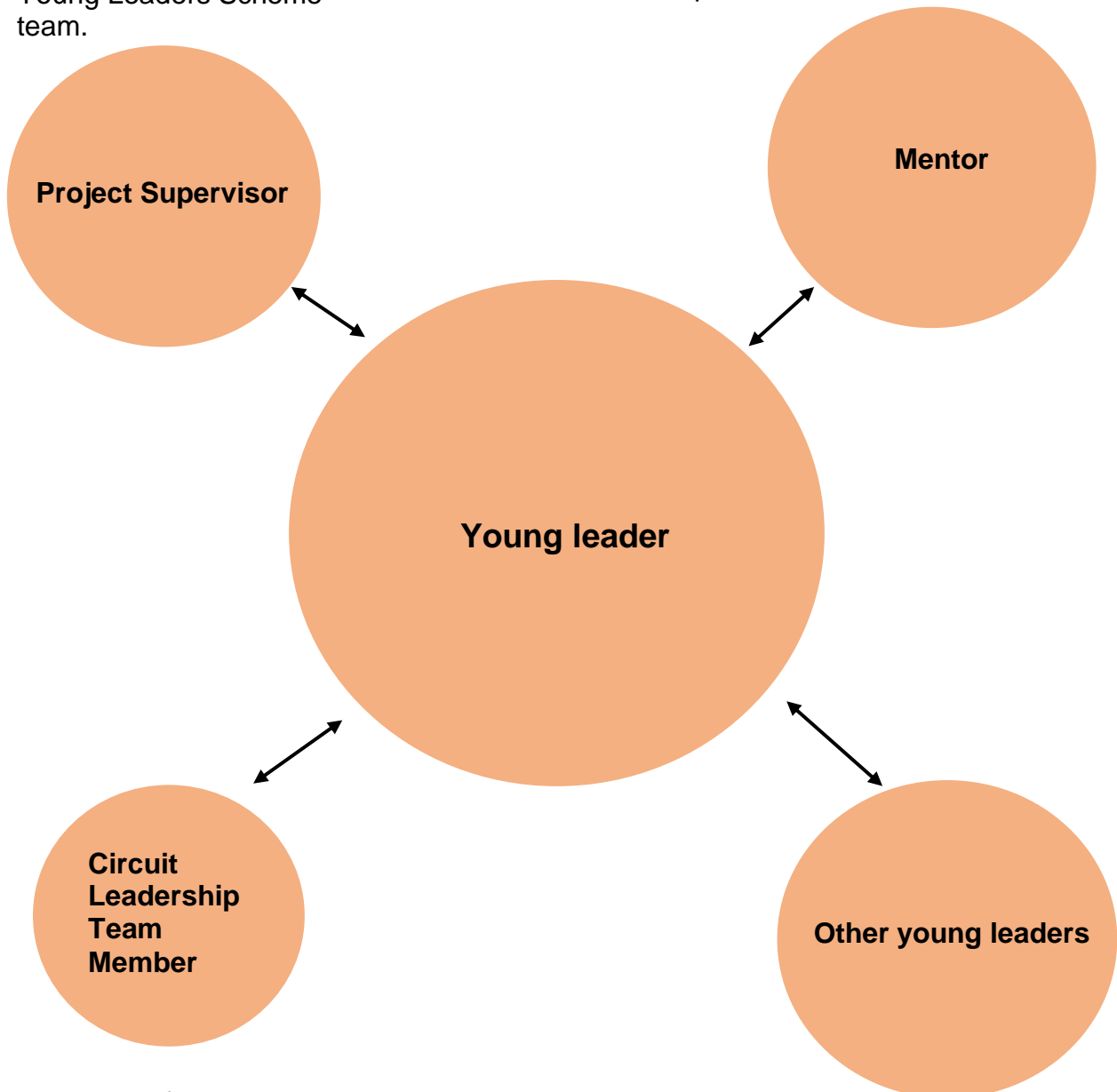
- To be creative in meeting the genuine need for a greater online presence and quality media output to reach those not currently engaging with church.
- To use skills unique to the young person within the Circuit.
- For our work to be compatible with the Methodist Church becoming more and more, "A discipleship movement shaped for mission".
- To express the priorities of the Methodist Church.
- To encourage the local churches to work in new ways, or in fresh expressions of being church.
- To challenge the young leader to develop new skills and enhance existing their skills.
- To have realistic objectives and purpose for the young leader's work during the year.
- To encourage, value and understand the issues of involving young people in the life of the church.
- To encourage faith to be lived out.
- To offer the young leader some form of leadership/ownership, whether through driving the project, or working with others, particularly where this is intergenerational.
- To enhance the self-confidence of the young leader, and also other young people within the churches.

## Young Leader Support Network



The project supervisor will be the main point of contact for the young leader and for the District Young Leaders Scheme team.

Each young leader **must** have a mentor (usually someone appointed by the District Young Leaders Scheme team). The mentor should be someone **different** to the project supervisor.



The level of involvement that the Circuit Leadership Team member has on the project will differ from project to project, but the pastoral support should be available if required.

There will be opportunities for each young leader to meet other young leaders from around the Northampton District through 'Away Days' and then social media communications thereafter.

# Young Leaders Scheme Project Supervisor Expectations

## General Context

The vision of the Young Leaders Scheme is to encourage, recognise and reward the participation of young people in our church life and mission. It is our hope that as young people step forward to take leadership roles amongst us, there will be opportunities for personal growth and deepening discipleship in conjunction with the aims and objectives of each individual project.

We envisage a project supervisor will come alongside a young person to help them to shine. Each young leader will be supported by a local team consisting of a project supervisor and a mentor. Each local team will be supported and guided through the year by the district co-ordinating team of Ollie McAllister and Jill Marsh.

## Responsibilities

- Become familiar with your work.
- Work with you to encourage the church to respond to new challenges and opportunities created by your role.
- Determine priorities for the work.
- Prepare a personal development plan with you.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with you on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a "sounding board" for you.
- Ensure that you receive suitable pastoral support.
- To note/monitor connections and communications being made, making appropriate interventions if/where necessary.

## Specific Expectations

With the support of the local minister and district co-ordinating team where necessary, project supervisors will be expected to:

- Prior to the scheme starting, agree goals and expectations with the young leader and minister for the project
- Facilitate the completion of a job description for the young leaders' position with reference to the submitted application form.
- Every Circuit employment must have the role agreed by the District Employment Secretary, Graham Evans. See details in 'Contact Details' section at the beginning of the pack.
- Support the young leader through the necessary DBS check with support of the District Safeguarding Team. See details in 'Contact Details' section at the beginning of the pack.
- Review the time commitment across the year with the young leader and identify holidays and pressure points such as exam times. If the project allows, it may be helpful to plan hours so the church project work is reduced during these pressured times and increased at quieter times
- Meet regularly with the young leader to offer management support and to discuss and set achievable short-term goals for future work in the project (minimum expectation is monthly meetings)
- Check that the young leader is honouring their commitment to working hours – making sure that neither too few nor too many are undertaken
- Ensure good communication between the young leader and the local church; managing expectations of the local church and making sure the young leader has opportunities to keep the local church informed about the project
- Support the young leader through an induction process relating to their project
- Identify after a three month probationary period if the young leader is suitable for the role as set out in the contract on employment and convey this to the district co-ordinating team
- If the project appears to be failing or goals are not being met at any point, the district team will work with you to determine how we might reshape the project to affirm both the church's and young leader's future success
- Liaise with the district co-ordinating team over any contractual issues such as sickness absence
- Complete an evaluation form at the end of the young leader's year



**The District YLS team will:**

- Offer support to local teams throughout the year in whatever form they need it (email, telephone, visits) and be available to answer questions as they arise
- Keep local teams up to date with the content of the three Away Days and ongoing conversations with young leaders
- Supply an adaptable job description and a specific contract for each young leader
- Support the Circuit with the setting up for payment of young leader’s salary
- Provide timesheet and travel expense pro-formas for use as required

As project supervisor, I commit to supporting the young leader throughout their journey on the Young Leaders Scheme.

<b>Signed:</b>		<b>Date:</b>	
<b>Print Name:</b>			

# Young Leaders Scheme Mentor Expectations

The District Young Leaders Scheme team commits to supporting each young leader through their project through aiming to meet the following expectations.

- The Coordinator of the scheme, or another person suited to the role, will meet with the young leader once a month to discuss their progress and their project.
- The mentor to the young leader should **not** be the same person as the project supervisor.
- The young leader will have the opportunity to bring queries, suggestions and ideas for their project.
- The mentor will support the young leader through their year on the Young Leaders Scheme, will be an accessible point of contact and a part of the support team for the young leader.
- The mentor will support the young leader when preparing and equipping them for life after the Young Leaders Scheme, looking at future steps for the young leader.
- The mentoring should be shaped by both the mentor and the young leader, acting as a space for discussing progress of the local project.
- The mentor should act as someone for the young leader to bounce ideas around with, as someone less closely connected to the young leaders Church or context.
- The space should act as a time to reflect on what is going well in the project and what questions the young leader has, as well as what the young leader would like to change or develop.

As mentor, I commit to supporting the young leader throughout their journey on the Young Leaders Scheme.	
<b>Signed:</b>	<b>Print Name:</b>
<b>Date:</b>	

# Application Form

## Section One: The Young Leader

To Be Completed by the Young Leader

<b>Section One, Part A: Who are you?</b> <i>Please fill in the following details.</i>	
<b>Name:</b>	
<b>Date of Birth:</b>	
<b>Age:</b> <i>(on 1st September 2020)</i>	
<b>Home Address:</b>	
<b>Email Address:</b>	
<b>Telephone Number:</b>	
<b>Mobile Number:</b>	
<b>Will you be in full time education during the 2020/21 academic year?</b>	
Yes / No	
<b>What other regular commitments will you have to give time to in this coming year?</b> eg, dance classes, football training, voluntary work, Saturday job	



**How did you find out about the Young Leaders Scheme?**

**Describe your relationship to your church at present?**

**Have you any previous experience of involvement in church life, particularly in leading, serving, or ministering to others?**

**Briefly describe your project and what you would hope it will achieve.**



<b>What gifts do you have that will enable you to lead this project?</b>
<b>How will you personally benefit from this project?</b>
<b>How do you feel the wider church may benefit?</b>
<b>Are there particular things you will need to be able to make your project happen?</b>
<b>Are you willing to use a closed Facebook group to communicate with those connected to the program?</b>
Yes / No



<b>Section One, Part B: Your Parent/ Carer Details</b>	
<p>If you are still living at home, and particularly if you are under 18, then as part of the process of application, we would like to contact your parents or carers to ensure that everyone is aware of the commitments required by the programme and that they are able to support you effectively. Please provide their names and contact details.</p>	
<b>Contact Name(s):</b>	
<b>Address (if different from above):</b>	
<b>Telephone Number(s):</b>	
<b>Mobile Number(s):</b>	
<b>Email Address(s):</b>	

<b>Section One, Part C: Your Church Connection</b>	
<p><i>In order to fulfil the project, you will need the support, both practically and financially, of your local church. We would like to have a conversation with your minister, and those who have been agreed and identified to support you during the year, should you be successful. We will also be asking your minister to ensure that there is circuit support for you during the year. Please, therefore, give us the following details.</i></p>	
<b>Church:</b>	
<b>Church Address:</b>	
<b>Circuit:</b>	
<b>Name of the Minister in Pastoral Charge:</b>	

## Section Two: Project Details

To be completed by the Project Supervisor or the Circuit Leadership Team Member and the Young Leader.

Section Two, Part A: Project Details	
<b>Name of Church:</b>	
<b>Name of Circuit:</b>	
<b>Name of Project:</b>	
<b>Project Website:</b> (if applicable)	
<b>Project Social Media Page(s):</b> (if applicable)	
<b>Please provide a brief description of the project:</b>	
<b>What are the aims and objectives of the project?</b>	



**Please list the activities that the young leader will be involved in:**

--

**In what way do you feel this project fulfils the selection criteria and Evangelism and Growth Emerging Strategy?**

--

**How would you describe the young leader's faith at present?**

--

**What gifts have you identified in the young leader?**

**How will this project benefit the young leader?**

**How do the project hours fit across the year?**

(Are there activities/events that will require the young leader to work over the average 3 hours a week?)

(Are there periods when the young leader has exams etc that will require less than the average three hours a week to be worked?)

**What areas of growth or training needs have you identified for the young person at this stage?**

**Are there any local opportunities, outside this scheme, to enable development in the areas identified above?**

**How does this project fit into the wider vision of your church or circuit?**

## Section Two, Part B: Support Team

We believe that it is important that each young leader has the necessary support during their journey on the Young Leaders Scheme. This requires local Church and Circuit support as well as District support. Therefore, as identified in the Youth Support Network diagram previously, we ask that you elect a Project Supervisor. See the 'Project Supervisor Expectations' section above for further detail. It is also really important there is the support of a Circuit Leadership Team Member.

The Young Leaders Scheme team also want to ensure they are supporting the young leader in your Circuit and therefore will elect a mentor.

Please fill out the 'Project Supervisor' and 'Circuit Leadership Team Member' below.

### Project Supervisor *(primary contact)*

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Mobile Number:</b>	
<b>Email Address:</b>	

### Circuit Leadership Team Member

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Mobile Number:</b>	
<b>Email Address:</b>	

### Mentor *(appointed by the Young Leaders Scheme Team)*

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Mobile Number:</b>	
<b>Email Address:</b>	

<b>Section Two, Part C: Approvals Checklist</b>			
Please ensure that all those involved with this project are aware of the responsibilities they are undertaking before sending in this form, including a conversation with the parents/carers for the young person.			
<b>Young Leader</b>			
(please tick)			
I have read and agree with all the information within this pack.			
I agree to the district co-ordinating team storing my personal data for use in this project only.			
<b>Signed:</b>		<b>Print Name:</b>	
<b>Project Supervisor</b>			
I have read and agree with all the information within this pack.			
I am aware of the expectations of the role of project supervisor.			
<b>Signed:</b>		<b>Print Name:</b>	
<b>Circuit Leadership Team Member</b>			
I have read and agree with all the information on this form.			
I will encourage and enable the local church support team.			
<b>Signed:</b>		<b>Print Name:</b>	
<b>Parent / Legal Guardian</b>			
Please note, this section is <b>only necessary</b> if the young leader is under the age of eighteen before 31 <sup>st</sup> August 2021.			
I have been informed of the commitments and expectations that my child is undertaking this year, including:			
<ul style="list-style-type: none"> <li>- Working an average of <i>*insert hours*</i> hours a week under the supervision of the local church support team.</li> <li>- Attending three Away Days during the year.</li> <li>- Having regular support from the local Church and District Young Leaders Scheme team.</li> </ul>			
<b>Signed:</b>		<b>Print Name:</b>	

# Young Leaders Scheme Costings

Below is a breakdown of the costings that your Church or Circuit would need to commit to paying.

Item		Cost
<b>Salary Specifics</b>	Salary at £9.30 per hour <sup>1</sup> , 3 hours per week x 52 weeks	£1450.80
	National Insurance	£0
	Auto Enrolment (Should not be payable)	£0
	Additional Cost re Payroll Bureau	£0
<b>Away Days</b>	Additional Salary for the Away Days (6 hours per day x 3 away days)	£167.40
	Travel Costs (£25 per away day on average, all away day locations will be within Northampton Methodist District)	£75
<b>Induction</b>	Salary (unpaid but essential that young leaders attend)	£0
<b>Celebration Service</b>	Salary (unpaid but all Young Leaders will be invited to the event, and have an opportunity to share their year as a Young Leader)	£0
	Travel Costs	£25
<b>Young Leaders Scheme Clothing</b>	Hoodie/ T-Shirt	£40
<b>DBS</b>	Enhanced DBS Check	£40
<b>Basic Cost</b>		<b>£1798.20<sup>2</sup></b>
<b>Basic Cost + Minimum Local Expenses</b>		<b>£2000<sup>3</sup></b>



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<sup>1</sup>Living Wage Foundation (2020). Real Living Wage. April 2020. Available from:  
<https://www.livingwage.org.uk/what-real-living-wage> [Accessed 13/5/2020].

<sup>2</sup>this cost is **not** the total cost for the entire year, as it does **not** take into account local expenses, such as travel expenses and other resources to enable the young leader to support the agreed project

<sup>3</sup>Please also note, local expenses will also need to be paid by the Church or Circuit. This includes travel expenses and other resources to enable the young leader to support the agreed project. Therefore, the 'Total Cost' is the basic cost of £1798.20 plus local expenses for your project work. We advise that you agree and set aside a minimum total of £2000.

# Financial Commitment

We expect that church and circuit support has been acquired, and financial inputs approved. Please could you review the following list, and mark as appropriate.

The following people have been made aware of the project and the financial commitments expected:

Circuit Meeting	
<b>Project Approved</b>	Yes / No
<b>Financial contribution amount approved</b>	£*insert amount*
<b>Date of Meeting Approved</b>	
<b>Name of Treasurer</b>	
<b>Contact Details of Treasurer</b>	
Church Council	
<b>Project Approved</b>	Yes / No
<b>Financial contribution amount approved</b>	£*insert amount*
<b>Date of Meeting Approved</b>	
<b>Name of Treasurer</b>	
<b>Contact Details of Treasurer</b>	

# References

Please give the full names (including titles), email address and contact addresses of two people from whom we may obtain character references. Your referees must have known you for at least one year and should not be related to you.

Reference One		Reference Two	
<b>Name:</b>		<b>Name:</b>	
<b>Title:</b>		<b>Title:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Telephone:</b>		<b>Telephone:</b>	
<b>Email Address:</b>		<b>Email Address:</b>	

It is the responsibility of the Project Supervisor to source both references.

# Declaration

(Please read this carefully before signing this application).

In this instance, as the form is to be returned by email, simply inserting your name and the date below electronically will be accepted in lieu of a signature and show that you have agreed with the declaration below.

I confirm that the information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
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<b>Signed:</b>		<b>Date:</b>	
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## Privacy Notice

The Young Leaders Scheme team regards your data very important to them. Please be notified that we process your data lawfully, fairly and in a transparent manner. The data collected is relevant and limited to what is necessary for Young Leaders Scheme needs. Your data is stored securely and only used to contact participants, their parents, Project Supervisors, Mentors and the Circuit Leadership Team member named in the application form.

If you do not agree with this notice, please contact Ollie McAllister (Young Leaders Scheme Coordinator, [oliver.mcallister@northamptonmethodistdistrict.org.uk](mailto:oliver.mcallister@northamptonmethodistdistrict.org.uk)) or Jill Marsh (District Mission Enabler, [jill.marsh@methodist.org.uk](mailto:jill.marsh@methodist.org.uk)).