

Example Role Description of Hub Leader

Role Title:	Discipleship Year Hub Leader
Hours:	15 hours per week (average)
Responsible to:	Discipleship Year Ministry Leader
Responsible for:	Discipleship Year Placement Manager(s)

Purpose of the Role

The Hub Leader is the local representative and coordinator for the New Wine Discipleship Year within a regional Hub. They work closely with Placement Churches to deliver a highquality discipleship experience, ensuring that each student is supported, safeguarded, and growing in their leadership and calling. Their role is both overseeing the hub for the current year and expanding the hub for the next year.

Roles and Responsibilities:

Recruitment & Setup

- Nominate and support the recruitment of Placement Leaders in line with New Wine's Safeguarding Policy.
 - Maintain the Central Register, tracking safer recruitment stages and onboarding for all students via the DY Hub Churchsuite site.
 - Participate in application interviews alongside Placement Leaders.
 - Confirm that placements only commence once all recruitment and safeguarding checks are fully completed.

Pastoral Oversight & Placement Support

- Maintain termly contact with each Discipleship Year (DY) student.
- Ensure that Placement Churches meet their commitments, including mentoring, supervision, pastoral support, and rest.
- Serve as a key support to Placement Leaders, especially when challenges arise.
- Oversee conduct matters, working collaboratively with the Placement Manager and Ministry Lead.
- Where necessary, recommend the suspension or withdrawal of a student's participation, in consultation with appropriate parties.

Safeguarding

- Ensure all Placement Churches and Leaders comply fully with safeguarding procedures.
- Share any known worship/safeguarding agreements with the Ministry Lead before the student participates in any DY activity.
- Work alongside the New Wine Designated Safeguarding Lead (DSL) regarding any safeguarding referrals.

Programme Delivery

- Help develop and deliver a localised Hub curriculum in line with national guidelines.
- Ensure that curriculum content includes spiritual formation, leadership development, mission, and a culture of prayer.
- Support a culture of prayer.
- Ensure all students complete the New Wine Prayer Ministry training.
- Attend all national residentials and key events alongside students.

Training & Meetings

- Attend monthly Hub Leader meetings for updates, training, and connection with New Wine staff and fellow leaders.
 - Receive initial onboarding training and ongoing support from the Ministry Lead.
 - Participate in recruitment webinars and leadership development sessions.

Pastoral Contact Framework

Pastoral meetings with each student will take place as follows:

- Hub Leader - once per term
- Placement Leader - once per month, formally or informally
- Mentor - once every six to eight weeks, or more frequently if agreed by both parties

Expanding the Hub

- Working alongside the Senior Church Leader, the Hub Leader will build strong relationships with churches from the same and other denominations that could serve as Placement Churches.

The Hub Leader's compulsory presence at the monthly meeting provides an important opportunity to review the student's progress, offer support, and ensure the Placement Church fulfils its commitments.