

The Church in Great Notley

Job Description

Job Title:	Children and Families Worker -3 Year fixed term contract
Reports to:	Associate Minister
Accountable to:	Church Council of the Church in Great Notley
Salary	£18,200 pro rata (actual part time salary £4,200 per annum, subject to experience and qualifications)

Purpose Statement

To develop and grow our existing ministries to families and children, equipping our young people to share their faith with others whilst increasing their involvement in the church; to initiate new ways of being church, seeking to draw un-churched children into the life of the church and knowledge of Jesus Christ and developing gifted leaders confident to teach God's word to those inside and outside our church.

Reporting Structure

The post holder will report to the Associate Minister at The Church in Great Notley who will undertake responsibility for regular supervision and address any issues or training needs that arise. The post holder will be required to submit reports on a regular basis to the Young People's Working group and attend Church Council twice a year to report on progress in meeting the aims and objectives of the role.

Aims and Objectives

To develop and grow the children, family and schools work at The Church in Great Notley, in association with the part-time School and Community Worker, establishing strong links and mission opportunities with both primary schools in the village. The following are the key aims and objectives anticipated from the Church's investment into this mission priority. They will be used by Church Council as a guide to measure success and inform decisions about any further commitment towards our children's work.

- Develop a programme of Biblical teaching and activities that inspire children to a greater commitment to their faith and to the church;
- Create opportunities to share the gospel and our Christian values in both of our local primary schools;
- Deliver a leaders and volunteers succession plan that results in the continuity of Sunday and week day pre-school, primary and junior church provision and growth;
- Provide a platform to introduce and welcome new families into the church;
- Establish communication with parents, engaging them in our children's ministry and encouraging and equipping them to nurture their children's faith;
- Develop links with local children's clubs, youth and family activities to explore collaborative working.

Principal Duties

- To **lead and co-ordinate the Junior Church team**
- To actively **lead sessions** on a Sunday morning three Sundays a month;
- To lead, co-ordinate and develop **Messy Church** with the children's team, increasing its frequency and publicising Messy Church through the numerous media available;
- To assist in **Snackanory** and develop this activity where appropriate;
- To **recruit new volunteers**, providing practical support, leadership and resources for those involved in leading our children's work;
- To model good practice and act as a **role model** in all areas of ministry within the church;
- To arrange regular **training opportunities** for the children's team to develop their skills and knowledge;
- With the School's & Community Worker, lead **regular meetings** with the children's team to review progress and plan for the future;
- To work closely with the School's & Community Worker enabling **integrated working** between the schools and church;
- With the Schools & Community Worker organise an **annual Holiday Club** for one week during the school summer holidays;
- **Present and report** to the Young Person's Working Group and Church Council as required;
- Meet monthly with the Associate Minister and engage pro-actively in the **performance management process**;
- Maintain **knowledge of current legislation and good practice** in relevant areas of work amongst children and families; maintain up to date knowledge of Diocesan safeguarding policies and procedures.

Person Specification

Essential

Genuine Occupational Requirement

- Vibrant and active Christian faith: this is essential for the credibility and performance of this role;
- Secure understanding of the Christian faith and ability to engage with children and families in faith issues

Qualifications

- Educated to at least A-Level standard, preferably holding a nationally recognised qualification in children's work

Personal Skills and Qualities

- An understanding of children and belief in their ability to have a real significant faith life;
- A commitment to collaborative working and an ability to build trust and develop close working relationships both internally and externally;
- Ability to communicate clearly and with sensitivity with adults and children;
- Self-motivated and ability to work on your own;
- Ability to organise yourself in order to manage your workload efficiently and run effective administrative processes;
- Ability to get the best out of volunteers through informal supervision and support;
- Ability to operate under guidance;
- Resilient character able to work under pressure;

Experience

- Prior experience of leading teams;
- Prior experience of working in a church/faith environment with children and families;
- An understanding of the diversity and breadth of children's ministry;
- Proven ability to work as part of a team including working with volunteers.

Knowledge

- Knowledge of safeguarding issues and procedures and able to recognise when it is necessary to escalate issues..

Desirable

- Knowledge of the traditions of the churches ecumenical partners;

Outline of terms and conditions

Responsible to:	Associate Minister
Salary	£4,200pa subject to experience and qualifications (Full Time Equivalent £18,000 based on a 35 hour week) plus contributory pension
Tenure	This contract will be for a fixed period of 3 years
Hours	<p>10 hours a week</p> <p>This role will be offered on a term time contract. The working hours will be for 10 hours during term time, which equate to 39 weeks per year. There is also a requirement for the post holder to work 30 hours during one week of the school summer holidays for the purposes of the Holiday Club. Therefore a total of 40 weeks will be worked per year. The job holder will accrue annual leave during term time and this will be paid at the end of each term.</p> <p>Although the hours can be worked flexibly there is a requirement that the post-holder attends and leads Junior Church on 3 Sundays per month and Messy Church within their working week</p>
Pension	A contribution to a recognised pension scheme will be provided by the Church Council in consultation with the post holder.
Probationary Period	6 months
Notice Period	1 month
Expenses	Expenses will be paid by the Church Council. What constitutes reasonable expenses in relation to the position will be discussed upon the position being offered and accepted.
Location	Your normal place of work will be The Church in Great Notley where you will be provided with use of office space. There is flexibility for you to work from home when appropriate.
Contract	The contract of employment will be held with the Church Council.
Pre-employment checks	This appointment is subject to satisfactory references and a satisfactory enhanced DBS disclosure.
Right to Work	The post-holder must have the right to reside and work in the UK.

Equality Act

There is a genuine occupational requirement within the meaning of the Equality Act for the post-holder to be a practicing Christian with a member denomination of Churches Together in England.