

# St Matthew's Harwell and All Saints' Chilton

## Post of Children & Families' Worker



### Job Description

#### Terms

This post is a full time position, initially for three years, the first 6 months of which forms a probationary period. The post is full-time (40 hours per week) and will include evening and weekend work. Applications from job-share partners will be considered. Salary £20,000 – £25,000 pa, dependent on experience. Start date: January/February 2018.

#### Purpose of post

The post holder would give leadership to the work of St Matthew's Harwell and All Saints' Chilton amongst children, young people and their families, making disciples of Jesus. This is integral to our vision to grow God's Church, wider, deeper and closer

Work amongst children and families is part of the core-mission to which God has called our churches and working with children and young people to grow their faith in Christ is a key priority for us. Our ministry of Christian care and outreach serving families both within the church family and the community at large is both an end in itself and an opportunity to build bridges for the un-churched into the life of the church.

The post-holder will provide strategic vision for the development of the children's and family work as well as providing leadership for children's work (from crèche up to School Year 6) and work amongst families. This will include the co-ordination, training and support of the volunteer leaders across these areas. The post-holder's responsibilities will include providing leadership and taking responsibility for the planning and co-ordination of Sunday morning groups, the annual church holiday club, and other activities and groups. An important aspect of the role is to liaise with existing groups within the community such as Scouting, the local schools and develop opportunities to connect with young families in the area.

Depending on the skills and experience of the applicant the post could include working with 11–18 year olds.

#### Accountability

The Children & Families' Worker will be accountable to the Rector and be an employee of the Parochial Church Councils.

## Duties and responsibilities

Below is a list of activities relevant to the post, but these may be varied – in discussion with the Rector – depending upon the experience of the post holder, strategic priorities and other relevant circumstances.

1. To provide strategic direction to and development of the work with children and families
2. To recruit, train, support and resource volunteers engaged in the work
3. To plan and co-ordinate activities including:
  - the curriculum for Sunday morning groups for children and young people
  - 'Fledgelings' group for babies and toddlers and their parents
  - the week-long summer Holiday Club
  - All Age Worship
  - A 'Fresh Expression' of church
  - activity days
4. To liaise with the local schools and have a role in assemblies, after school clubs, lessons, Prayer Spaces, and visits as appropriate
5. To support parents and families through parenting courses, baptism preparation and follow up and provide pastoral work with children, young people and their families
6. To continue to improve the links with the community by liaison with local groups and organisations, such as Scouts, Guides and youth groups and optimise the interface with the church,
7. To liaise with the Rector, Associate Minister, Safeguarding Officer, and Benefice Administrator as required
8. To acquire and manage resources required for different groups and activities, e.g. craft equipment, stationery, Bibles, and games equipment
9. To organise publicity, record-keeping and administration associated with the above, including use of printed media, the church website, and social media
10. To undertake any other reasonable duties as designated by the Rector

## Person Specification

### Christian experience and personal qualities

<b>Essential</b>	<b>Desirable</b>
A committed Christian faith which would enable him/her to share the knowledge and love of God through Jesus Christ on the basis of personal experience	A qualification in child development or ministry
The ability to think strategically about the development of children and families' work in the benefice, the teaching programme and related activities, and develop new ways of involving children in the life of the church, relating to the wider community	Experience in providing strategic direction to children and families' work
The ability to communicate well and to relate to a range of people and situations. Good administrative and organisational skills. The ability to motivate self and others.	Experience of delivering projects involving a range of different people
The proven leadership and pastoral gifts to act as a leader of those leading the various groups, and to engage with parents and carers as appropriate; the capacity to provide appropriate training and encouragement for the volunteer team members and to recruit new members as required	Experience of leading a team of volunteers
The ability to communicate Biblical truths clearly, relevantly and attractively to the relevant age groups	Experience in leading worship and musical skill
The experience and creativity to produce and manage resources for a wide range of groups from toddler play groups to parenting courses	Skill in art and craft
The experience of working with primary aged children and their families	Experience of working with secondary aged teenagers
The ability to establish a good rapport with infants and children under five and their carers, and have a good knowledge of infants' needs and the issues likely to be facing their parents and carers	Experience of working with infants and children under five and their carers
The ability to relate well to people from a variety of backgrounds and those in the wider community and the proven ability to work collaboratively with others	To live in the benefice, but if not it would be essential to live close enough to be able to work flexibly
The knowledge of and confidence with IT including experience of widely used Office applications	Experience of managing a budget. Experience in fundraising and writing grant proposals for projects
Disclosure and Barring Service clearance	Full driving licence
Confidentiality, reliability and integrity	