



Job Description & Person Specification: Children and Families Worker

Employed by: St Mark's PCC

Responsible to: St Mark's PCC, and reporting to the Vicar, or someone designated, with PCC agreement.

Work Areas: Predominately St Mark's, Newby and the locality

Hours of work: 17 hours per week

Salary: £15.00 per hour

Contract: Fixed term (9 months)

Vision: We are looking to appoint an enthusiastic individual who, with support from volunteers, can lead the development, growth and implementation of activities and projects aimed at children and families. These activities will be focussed on engaging with local children and their families through a range of groups and activities. The work is split into 2 streams; community-based projects which reach out to the wider community beyond our Church that are broad, non-faith based, needs led initiatives; and faith-based projects that encourage the spiritual growth of children and families within our Parish. There are separate hours and budgets allocated for each of these distinct areas of work. This position has started to be developed and is ready for the new postholder to expand and further develop our existing work with children and families. This role includes working with children in our Church, in our local parish areas, local primary and secondary schools and the wider local community.

Key Tasks

- To work with the PCC & leadership team to develop the vision and strategy for work with children and families in the Parish
- To access and provide appropriate resources for themselves and leaders, based on the development of a programme, working alongside the Ministry team.
- With support from the Ministry team, grow, develop and equip teams of leaders & volunteers to resource our work with children and families.

- Engage with and be point of contact for families. Proactively provide communications with, and administration to families with regard to different activities.
- Lead ad-hoc, or annual events (around the Church year) as required e.g. Children's outings, Holiday Club, Forest Church etc.
- Build children's friendships through social activities (eg trips to panto, sports events etc)
- Develop thriving and vibrant mid-week group(s) for children
- Expand our current programme of activities for children and families in the wider community.
- Build on developing, and establish new links with primary and secondary schools and other local groups (eg Faith in Scarborough Schools) working with children and families
- Work in accordance with Parish Policies on Safeguarding, Health & Safety, Risk Assessment and Data Protection.

Specifically with faith-based activities and projects:

- Offer nurture and guidance to local children and their families in their journey of faith. Building bridges into Church with schools, families and the wider community. With a particular focus on baptism families.
- Establish and coordinate a Sunday morning children's group at St Mark's, and other sessions as identified with the Vicar and PCC. This includes leading small groups on the day and managing a rota for leaders in advance.
- Develop and offer faith-based groups for children and young people to explore and grow in faith, find ways to belong and contribute to church life and develop as followers of Jesus.

Terms and Conditions

- Salary: as above
- Hours of work: 17 hrs per week worked flexibly around the activities/ events for children and families.
- Opportunities for study, training & networking.
- 5.6 weeks annual leave per year and Bank Holidays. Pro rata.
- There is an expectation that you will worship in one of the churches in the area.
- There is an expectation that you will be in the Parish for major Christian festivals like Christmas and Easter - time off in lieu will be given.
- All reasonable expenses will be reimbursed, and a small allowance made available for training and books.
- Appointment is subject to TWO satisfactory references, Enhanced DBS check and proof of qualification (where appropriate).
- Appointment will be subject to satisfactory completion of a three-month probationary period.

Person Specification - Essential:

- Experience of working with children (age 0 – 12)
- An ability to plan and tailor sessions appropriately to accommodate a variety of ages and needs.
- Vibrant and committed Christian with the passion to see children and families come to know Jesus and grow in faith.
(There is a Genuine Occupational Requirement (GOR) that the holder of this post is a practising Christian. Equality Act 2010).
- A commitment to engage in ongoing professional development through training courses, personal research, and academic study relevant to the post.
- Experience of working with and implementing safeguarding policies and procedures including Data Protection.
- Excellent communication skills and the ability to relate, build relationships and communicate effectively in a variety of contexts.
- Passion and vision for creative ways to share the gospel with children and families.
- Experience in leading and ability to train volunteers.
- Competent IT skills across a range of platforms.
- Ability to work well as team leader, a team member and to be a self-starter.

Person Specification - Desirable:

- Relevant professional qualification in children's and families work or substantive experience in working with children, including in church based ministry.

Person Specification: Children & Families Worker

Area	Criteria	Essential/Desirable
Experience	<ul style="list-style-type: none"> Experience of working with children and families in church, schools and community settings 	Essential
	<ul style="list-style-type: none"> Relevant qualification in children's and families work/ and or substantive experience in a church-based setting 	Desirable
	<ul style="list-style-type: none"> Experience of following and implementing safeguarding policies and procedures 	Essential
	<ul style="list-style-type: none"> Experience of leading a team of volunteers and developing a positive team ethos 	Desirable
	<ul style="list-style-type: none"> Experience of handling budgets and accessing external funding 	Desirable
Personal	<ul style="list-style-type: none"> It is an occupational requirement for the person to be a committed Christian (Equality Act 2010) 	Essential
	<ul style="list-style-type: none"> A person who values regular Bible study and prayer as part of their daily life 	Essential
	<ul style="list-style-type: none"> A leader who is passionate about the spiritual development children and families 	Essential
	<ul style="list-style-type: none"> A person with vision who will recruit, inspire and build teams 	Essential
	<ul style="list-style-type: none"> An excellent communicator with children, families and other adults in both church, schools and community settings 	Essential
	<ul style="list-style-type: none"> Pastoral understanding and sensitivity 	Essential
	<ul style="list-style-type: none"> Ability to work well as a team leader and team member 	Essential

	<ul style="list-style-type: none"> ● An ongoing involvement in training courses, reading, academic study or other personal development ● Self-motivated and excellent organisational skills ● Reliable to work well under pressure and meet deadlines ● Has the right to reside and to work in the UK 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Skills, knowledge and abilities	<ul style="list-style-type: none"> ● Children and family focussed ● Planning and organisational skills ● First Aid trained ● Conflict management-handling difficult conversations ● IT: confident use of IT across a range of platforms ● Effective and appropriate use of social media 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>