

Children and Families Worker - Job Profile

Context

In pursuit of our Vision of “Lives, relationships and communities in this world transformed by the love of God in Jesus Christ,” High Street Methodist Church requires a Children and Families worker to take the lead role in our ministry amongst children and families, through the children’s ministry team, inspiring and working with volunteers to help children and their families develop and grow a relationship with God.

Role Statement

The Children and Families worker will lead our children’s ministry team and a large pool of experienced volunteers. This is a flourishing ministry that sees up to eighty 0-11 year olds on a Sunday morning across two services.

The nature of the work of the Children and Families Worker is such that flexibility will be required in terms of working patterns, including working in the evenings, at weekends and at residential events.

It is anticipated that the Children and Families Worker would worship at High Street Methodist Church during their employment.

The Children and Families worker will :

- report directly to the coordinator for Children and Youth
- participate in the weekly Staff Prayer Meeting (Mondays 12noon to 1pm).

Principal Accountabilities

<p>To maintain our existing provision for children and families at High Street Methodist Church</p>	<ul style="list-style-type: none"> • To take responsibility for Building Blocks, the parent/carer toddler group • To plan and deliver a programme of events for children and families including an annual holiday club, Light Party and social events • To participate in the ecumenical children’s worship event X:Site • To lead or support sessions for our 0-11s within our regular pattern of Children’s Church during church services
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	<ul style="list-style-type: none"> • To liaise with our Youth team in matters of transition and together plan how we keep children as they transition to youth and maintain contact with their families • To encourage children and their families to explore and grow in their Christian faith • To be visible on Sundays and build relationships with children in the church and their families • To participate in summer all age services • To support, develop and motivate existing leaders/helpers working within the various children's groups • To ensure rotas of volunteers are prepared for the various groups • As the work grows and develops, to identify and encourage new leaders/helpers to join the various teams and to follow the church's policy for safe recruiting • To take a full and active part in the life of High Street Methodist Church, including staff meetings
<p>To develop our provision for children and families at High Street Methodist Church and bring fresh vision so that we can create an attractive church community for children and their families</p>	<ul style="list-style-type: none"> • To be involved in baptism preparation, services and follow up for families so that they are encouraged to feel part of the church family • Take a lead in exploring the perceived need and implementing possible provision of new mid-week groups for children • Take a lead in exploring and implementing ideas to develop community amongst the children and families • To work with the Pastoral Secretary to provide pastoral support for children and their families • To recruit and inspire teams to facilitate a programme of courses supporting family life such as parenting courses, marriage courses, divorce recovery courses • To network with community children's groups using the premises such as Brownies
<p>Ensuring efficient administration is underpinning all our activities</p>	<ul style="list-style-type: none"> • Ensure all activities are efficiently, effectively and safely organised • Maintain a high standard of record keeping which meets data protection requirements using our church database, Church Suite, where appropriate

	<ul style="list-style-type: none"> • Understand and implement best practice in children’s work, including safeguarding, registration, communications and risk assessments • Manage budgets in conjunction with volunteers ensuring each team has the appropriate resources
To take a principal role in our schools work in conjunction with JUMP – an ecumenical group bringing Christianity to life in schools	<ul style="list-style-type: none"> • Join the JUMP team in the provision of lessons and exploring opportunities to take assemblies in any of the local primary schools

Person Specification

The person filling this role will :

1. Have a strong and active Christian faith, confidence to pray aloud with people, and a proven commitment to ongoing Christian discipleship as evidenced by such things as regular attendance at weekly worship, completion of an Alpha Course (or similar) and active participation in a regular home-group.
2. Be able to work with sensitivity, tact and maturity and to hold and keep confidential information. This person will also be able to give pastoral care and to relate warmly to both parents and children.
3. Be knowledgeable and understanding of up to date methods of children’s work and experienced in children and families work within the church or a similar organisation.
4. Be in full agreement with the Vision, Strategy and Values of this large diverse local church, and fully support our Equality, Diversity and Inclusion policy.
5. Be a good communicator, both written and oral, be IT literate and able to devise and deliver lessons/sessions with creativity and imagination.
6. Good at planning and organizing and able to work well as a reliable team player and willing to develop new skills where required.
7. Be a confident and motivated leader who can inspire others and is able to provide training for volunteers.

It is also desirable that the person filling this role will possess:

- Relevant children’s work qualifications or previous training in children and families work

- A full driving license.

Prior to commencing work, the successful candidate will be required to obtain an Enhanced Disclosure and Barring Certificate.

Hours and Remuneration

The contract will be for a full time position made up of 40 hours per week, throughout the year.

This post will be mainly flexi-time to meet the demands of the role, but needs to include a fixed weekly meeting with the Minister(s) and staff on Mondays (12 noon to 1pm).

The rate of pay is £22,000 to £26,000 depending on qualifications and experience.