



Children and Families' Worker

Job Description

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 (38 hours per week) and will include evening and weekend work.

Salary £24,000 – £26,000 p.a. dependent on experience. plus pension plus housing allowance.

Purpose and Objectives

- St James has a vision which includes
 - reaching out to the many families in the parish with the Good News of Jesus Christ
 - growing younger as a congregation by seeing families (parents and children) become regular worshippers
 - teaching the faith to all ages, including resourcing parents to nurture their children's faith.
- The post-holder will provide strategic vision for the development of the children's and family work as well as providing leadership for the current youth and children's work.
- The appointment of the post-holder is a key step in the implementation of these objectives. This is a pioneering 'hands-on' job, it's not about maintenance. The post-holder will be someone who is looking to the future and sees the opportunities.

Main Responsibilities

- to provide strategic direction to the developing work with children and families
- to manage the existing Sunday school provision (recruit and train, help with admin, lead sessions)
- to collaborate with the clergy staff team in delivering the weekly multi-generational Sunday service
- to strengthen growing links with the local schools and uniformed organisations

- to develop new activities for children and young people (including an after-school club and a summer holiday club)
- to support parents and families through parenting courses, baptism preparation and follow up and provide pastoral support for children, young people and their families - in collaboration with clergy and parish visitors
- to liaise with the vicar, curate, Children's Champion, Safeguarding Officer, and Parish Administrator as required
- to acquire and manage resources required for different groups and activities, e.g. craft equipment, stationery, Bibles, and games equipment
- to organise publicity, record-keeping and administration associated with the above, including use of printed media, the church website, ChurchSuite database and social media
- to attend daily prayer, Sunday worship and staff meetings as agreed
- to undertake any other more **general** and **reasonable** duties as designated by the vicar. There will be an expectation that the role includes more than 'children and families work' narrowly defined.

Person Specification

Essential

- A Christian faith which would enable him/her to share the knowledge and love of God through Jesus Christ on the basis of personal experience
- Either –
 - a Children's Ministry qualification with post-qualification experience, or another suitable qualification for working with children with experience of working with children in a church context
 - or, if not formally qualified, experience within a church context
- The ability to think strategically about the development of children and families' work in the parish, the teaching programme and related activities, and develop new ways of involving children in the life of the church, relating to the wider community.
- The ability to take initiative, and accept responsibility for a key aspect of the church's mission. The skill to manage time well, and work towards future goals.
- 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.
- The proven pastoral gifts to act as a leader of those taking 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

- The ability to communicate Biblical truths clearly, relevantly and attractively to the age groups
- The experience and creativity to produce and manage resources for a wide range of groups from toddler play groups to parenting courses
- 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
- The experience of working with children and their families, and have a good knowledge of children's needs and the issues likely to be facing their parents and carers
- The knowledge of and confidence with IT including experience of widely used MS Office applications.
- Organisational skills, willingness to work flexible hours and holidays, ability to balance priorities and make sound decisions.
- Have a humble, genuine and 'willing to learn and grow' attitude
- Disclosure and Barring Service clearance

Desirable

- Musical ability
- Drama skills
- Skill in art and craft
- To be involved in other church activities as 'a regular member'
- To live in the parish, but if not it would be essential to live close enough to be able to work flexibly
- Full driving licence

Job Advert

Children and Families Worker (F/T)

St James's Church, Hampton Hill

Salary: £24000-26000 + Housing Allowance + NEST pension with 7.2 weeks holiday

Are you?

- **passionate** about seeing children grow up knowing God?
- **pioneering** - able to start and sustain new activities?
- **encouraging** - willing to collaborate and support others?

We are

- a growing Anglican church in SW London that wants to see more children and families know and love Jesus.
- not all 'sorted out' but working together to demonstrate God's love to all generations.
- looking forward to welcoming and supporting someone like you!

Interested and would like to know more? JD and Application form are available at www.stjames-hamptonhill.org.uk. Or ring Derek for a chat on 020 8241 5904 or vicar@stjames-hamptonhill.org.uk

Applications by Monday 6 November 2017

There is a Genuine Occupational Requirement for the post-holder to be an active Christian (Employment Equality [Religion and Belief] Regulations 2003. Enhanced CRB Disclosure will be required