

St Andrew's Church

CULLOMPTON

Job Description

Job Title: Children & Families Worker	Line manager: Children, Youth & Families Pastor
Ministry Area: Children (0-11 years)	Location: St Andrew's Church & Cullompton Community Centre
Date: January 2024 Review date: February 2025	Salary Package: Hourly rate £13
Employer: The Parochial Church Council of St. Andrew's, Cullompton (hereafter referred to as the PCC)	Hours: up to 16 per week including Sundays and at least 1 evening session per week (no more than 6-10 Saturdays per year TBC)
Probation/Review: 6 months	Holidays: 25 days + Statutory Holidays pro-rata

Job purpose:

- To be involved in the delivery of our Children's Work in the Church and community in line with our vision statement of '**Revealing the heart of Jesus in the heart of our community**', helping young people and parents to come to faith, grow in faith and find their place in the family of the church.
- Motivate and support our team of volunteers

Key accountabilities: Children's Work

To support the development of our Children's Work in the Church and in the community

- Be involved in reviewing the current activities and support the development of great children's (KidZone) provision in the Church, looking to break new ground within the church and community.
- To work proactively with and communicate well with the youth worker to help ensure the overall development of children & youth ministry at St Andrew's
- Be involved in the leading of a wide range of activities including Kidzone and Toddler group
- To comply with St Andrew's Safeguarding Policy and work with volunteers to establish a safe space for children that maintain clear and proactive approaches to safeguarding and risk assessment that provides a safe environment for children to flourish.
- Work and regularly pray with others to advance the Vision and Ministries that will encourage and enable children and their families come to faith and grow in their relationship with God
- Help to promote clear pathways for children and their families to engage with children's work and to provide feedback to parents.
- Contribute to the work with local schools, developing the current working relationship and connecting with partner organisations in the community
- Work with the Youth worker to successfully transition young people from children's work into youth work
- Be involved in planning and organising of Spree weekend

To motivate, support and train teams of volunteers

- Be involved in the recruitment, motivation and scheduling of children’s work volunteers across all activities in the church
- Ensure that volunteers comply with St Andrew’s Safeguarding Policy understand their role, guidelines and personal responsibilities in relation to risk assessments

Resources & Administration

- Prepare and communicate programs, rotas and key responsibilities for children’s work to run smoothly.
- Make use of communication and media opportunities to promote events, the ongoing Children’s Work of the Church and as a tool to reach a wider audience pertinent to the vision.

Person Specification

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> ➤ Children’s qualification ➤ Theological training or qualification
Experience	<ul style="list-style-type: none"> ➤ Previous experience of children’s work in a church setting 	<ul style="list-style-type: none"> ➤ Arranging rotas, recruit and train volunteers
Skills & abilities	<ul style="list-style-type: none"> ➤ Ability to build relationships with children and others ➤ Positive attitude and good interpersonal skills with the ability to communicate both verbally and in writing ➤ Good organisational skills ➤ Being able to work on own initiative to complete tasks to deadlines ➤ Motivated and able to offer inspired leadership ➤ Good team working skills that will foster a collaborative and supportive environment 	<ul style="list-style-type: none"> ➤ Knowledge of current safeguarding policy and practice ➤ IT skills
Personal qualities	<ul style="list-style-type: none"> ➤ Firm & active Christian faith & good Christian role model ➤ Desire to see people come to know Jesus & grow in relationship with Him ➤ Emotional and mental resilience ➤ Team player ➤ Integrity 	