

Part-Time Children and Families Lead

Job Purpose

- To work with Children and Young People in the church and parish, and to further the church's ministry to them.
- The role has a Genuine Occupational Requirement (GOR) to be a practising Christian. A DBS check at enhanced plus level is required for this role.

Accountability

- The Rector

Responsible for

- Volunteer Teams

Relationships

- The Rector, Church Wardens, Parish Administrator, the PCC, Primary School, Independent Prep Schools, the local network of children and families workers, children and their parents.

Position of Trust

- This role falls under the Positions of Trust Legislation

<https://www.nya.org.uk/safeguarding-asset/position-of-trust-guidance/>

Safeguarding Training Requirements

This role requires the following safeguarding training.

- Basic awareness
- Foundation
- Leadership
- Raising Awareness of Domestic Abuse
- Safer Recruitment & People Management (Both online and in person)

Hours and Place of work

You will be expected to work 12-15 (TBA) hours a week, including Sundays. Most work will be expected to be performed during normal office hours although there will be an expectation for changing work patterns depending on the needs of the Church, and these may occasionally include evenings and weekends.

You will be provided with a suitable working space within the church office and the necessary resources required to effectively fulfil the role.

Responsibilities

Sundays:

- To assist in the preparation and leading of Sunday 10:30am Services and growing and supporting additional volunteer service leaders and service assistants.
- To encourage children and families to actively participate in services and in the life of the Church

Weekly:

- To further develop and oversee the Toddler Group
- To manage the volunteer team for the Toddler Group

- To engage with the local Primary, Secondary, Specialist Provision and Independent schools.

Other:

- To participate in seasonal events for children and their families
- To assist in the recruitment of volunteer leaders and teams in consultation with the Rector.
- Undertake administration, communication, networking and publicity as required
- Prepare an annual report for PCC meetings

General:

- To collaborate with the PCC and incumbent to develop and grow the vision for work with children and young people
- To comply with the PCC's Safeguarding policy at all times.
- To attend the Church and to play a full part in the worship life of the community
- To pray for the group members and leaders
- To ensure that the needs and concerns of children and families remain a priority in the church and to encourage prayer and support.
- To attend training and development days run by the diocese and others, by agreement with the Rector
- Occasional community outreach and events for families and children and other tasks and responsibilities in consultation with the Rector.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • No formal qualifications are required but previous experience of leading children is essential 	<ul style="list-style-type: none"> • A theological or teaching qualification
Experience	<ul style="list-style-type: none"> • 2 – 3 years' experience leading children or families ministry (could be as a volunteer) • People management 	<ul style="list-style-type: none"> • A track record of successful team building and recruitment
Knowledge	<ul style="list-style-type: none"> • Thorough understanding of safeguarding policy and its application in a parish context or willingness to undertake all safeguarding training 	<ul style="list-style-type: none"> • A good knowledge of the Bible, with the ability to communicate nuanced ideas • Knowledge of Kids Worship songs and music
Skills	<ul style="list-style-type: none"> • IT Skills, proficiency in MS Office • Social media awareness and ability to use in ministry • Ability to communicate to a variety of audience types in a variety of contexts 	<ul style="list-style-type: none"> • A full clean driving license • Experience building websites • Video editing • First Aid and food hygiene qualifications

Behaviours	<ul style="list-style-type: none"> • We are an open (inclusive) evangelical Anglican church and expect the candidate to live a lifestyle commensurate with our values and ethos 	
Personal	<ul style="list-style-type: none"> • A Christian comfortable working in a church environment • A baptised member of a church, and willing to undergo confirmation • A self-motivated team player, able to inspire others • Flexible and innovative, adapting to change • Should be willing to undertake a DBS check, at an enhanced plus level 	<ul style="list-style-type: none"> • A baptised and confirmed member of the Anglican Church