**Children and Families Worker**

**A one year fixed-term contract**

**20-25 hours per week – days to be agreed**

**Salary: £13.00 p/hour**

**Annual Leave 28 days - pro rata**

St. Swithun's is a large town centre parish church with an inclusive Eucharistic tradition.

The population of the parish is approximately 17,000. There are three primary schools and one senior school in the parish and members of the staff team take assemblies in each primary school twice a term.

With our town centre position, we see ourselves as one of the key churches in East Grinstead with an average attendance of 120 adults at Sunday morning service. Churches Together in East Grinstead is also lively and active.

Each week we have up to 8 children aged 4-11 and they meet in our church hall for Good News Club with a small dedicated team of volunteers from the congregation. There is also a small group of 5 young people 10-13 who are led by volunteers and who meet once a month.

## We are also in touch with over 60 families who have had their children baptised in the last 2 years and some families who have made enquiries for this year. We have two toddler groups which meet on a Wednesday and a Friday morning in term time.The Church Council is fully committed in its desire to develop this essential work. We wish to help new families feel welcomed and become established in our church. We want to teach the children we currently have the basics of the Christian faith and to encourage them to be life-long disciples of Christ Jesus. We want them to take their place within the church, but above all to have fun learning about Jesus.

This role requires an enthusiastic and talented person with a passion for working with children and families*.* A person with a deep, informed and thoughtful faith to take on this exciting but also challenging role.

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## **Job Specification**

## Purpose

* To develop further our work with children and their families across the parish as they explore their faith journey
* To co-ordinate and support volunteer teams working alongside our children and their families

## Accountability

* The incumbent (or otherwise as notified by the PCC)

## Responsible for

* Children and families work within the whole ministry of the parish.
* Building upon the foundations of children and families work with fresh insight and enthusiasm.

## Relationships

* The Incumbent and PCC, children and their parents, local primary schools, the local network of Children and Families’ Workers’ Hub run by the Diocese of Chichester.

## Responsibilities

### Sundays:

* To lead and grow the children’s church – Good News Club
* To encourage children and families to participate actively in services
* To be involved in the leading and planning of All Age services once a month.

### Weekly:

* To oversee and develop work with pre-school groups
* To engage with the local primary schools in an appropriate way
* To initiate good communications with families. This will include the effective use of social media and face to face communication as required. (The parish uses ChurchDesk as its admin/communications system).

### Other:

* Initiate learning opportunities for parents through appropriate events and/or courses
* To organise and lead Messy Church across the parish
* To be involved with family events parish wide
* To organise School Holiday activities and seasonal events for children and their families
* To encourage a wider involvement of the church community in children’s and family events
* Be responsible for the administration, communication, networking and publicity as required
* To attend, or prepare a report for the bi-monthly PCC meetings

### General:

* To know and keep up to date with Church of England National Safeguarding policies and responsibilities
* To comply with the PCC’s Safeguarding policy at all times
* To worship regularly in the parish
* To communicate regularly with the parish clergy
* To attend training and development days run by the diocese and others, by agreement with the incumbent and seek support from Children and Families “Hubs” in the diocese.

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|  | **Essential** | **Desirable** |
| **Christian Faith** | * Practising Christian with a living faith, a good knowledge of the Bible and a passion for sharing the gospel with authenticity, clarity and enthusiasm.
* Willingness to work and worship at St Swithun’s Church.
 | * A baptised and confirmed member of the Anglican Church
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| **Experience** | * At least 2 years’ experience in children and families’ ministry
* Experience in leading or volunteering with children/families/ holiday clubs
 | * Leading a growing children/family ministry
* A track record of successful team building and recruitment
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| **Knowledge** | * A good biblical knowledge and the ability to contextualise this for children/families in our parish
* Thorough understanding of The Church of England’s National Safeguarding Policy and procedures
 | * A thorough knowledge of the Bible, with the ability to communicate nuanced ideas
* Knowledge of issues particular to families at the moment
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| **Skills** | * Ability to communicate the gospel with authenticity, enthusiasm and humility.
* Ability to relate scripture and the Christian faith to the lives of children and families.
* Ability to motivate and enthuse children and families.
* Ability to organise projects.
* Ability to set and enforce boundaries for behaviour of children and families.
* Computer literate/ Social Media working knowledge.
* Good time management and personal organisation skills.
* Able to work both independently and in a team.
* Able to give clear and convincing presentations to both children and adults.
* Able to take responsibility for results and be resilient.
* Able to build positive relationships with children and adults.
* Ability to both give and receive constructive criticism.
* Resilience.
 | * Video editing
* First Aid and food hygiene qualifications
* Minibus (D1) entitlement
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| **Qualifications** | * A levels or equivalent (in any subject)
 | * A theological or teaching qualification at degree level or higher
* Youth Work qualifications Level 5-7
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| **Safeguarding****Safe-Recruiting** | * The post is subject to Enhanced DBS and References.
* Awareness of Safeguarding policies and procedures.
* Able to demonstrate the highest levels of confidentiality
* and personal integrity.
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| **Personal**  | * An enthusiastic, open, and compelling demeanour with a sense of humour.
* A collaborative working style.
* A Christian comfortable working in a church environment
* A baptised member of the church
* A self-motivated team player, able to inspire others
* Flexible and innovative, adapting to change
 | * Communicant member of the church.
* someone on a journey of vocational discernment?
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If you are interested in applying for this excellent opportunity, please contact:

PRIVATE AND CONFIDENTIAL

The Churchwardens

The Parish Office, St Swithun’s Close, East Grinstead. RH19 3BB

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