

St John the Evangelist, Meads, and St John's Meads C of E School, Eastbourne

Family and Children's Leader

Responsible to: This post is a shared role between St John's Church, Meads and St John's Meads Church of England School. Role A - Children and Families Leader responsible to the Vicar and Role B – Family Support Worker responsible to the Head Teacher respectively.

Hours of duty: **Role A: Family and Children's Leader, St John's Church (24 hrs per week)**
The Children and Families Leader is based at St John's Church for 24 hours per week, during term time and 40 hours per week during school holidays, worked on a flexible basis and is required to work Sundays (at both morning and evening activities), Christmas and Easter Services, some evenings and also attend occasional Saturday events and weekends away. Reasonable time off in lieu will be granted accordingly.

Role B: Family Support Worker, St John's Meads C of E School (16 hours per week)
The Family Support Worker is based at St John's Meads C of E School for two days per week, term-time only.

Holidays: One full day a week completely free of work, with 25 days holiday each year (by agreement AND during the school holidays) PLUS the 8 public holidays (with time off in lieu at Easter and Christmas).

Accommodation: There is no accommodation provided with this post.

Aims and Objectives:

Role A: Family and Children's Leader, St John's Church (24 hours per week)

- 1. To organise and lead the outreach programme which reaches out to the 5 -11 year age group to children and their parents in Meads and the wider community and build links with St John's Meads C of E School**
- 2. To organise, lead and teach the children's Sunday programmes at St John's Church which include Rising Stars and Big God Space. Helping the children and their parents to know and share the love of Christ, develop in spiritual maturity and friendship, all as part of the church family.**
- 3. To be part of the leadership team of the church**

Role B: Family Support Worker, St John's Meads C of E School (16 hours per week)

- 1. To support St John's Meads Church of England Primary School in providing a programme of Christian activity and outreach to children**
- 2. To provide support to pupils, families and staff in a pastoral capacity and within the Christian ethos of the school**

Specific duties:

Role A: Family and Children's Leader, St John's Church

1. To organise and lead the outreach programme which reaches out to the 5 -11 year age group to children and their parents in Meads and the wider community and build links with St John's Meads C of E School

- 1.1 To provide leadership and direction to the children's team in planning, organising and developing the ministry and programme of activities for the children and young people of St John's
- 1.2 To develop a programme of activities for children during the week in term time such as a Kids Club and Messy Church
- 1.3 To organise, lead and run a programme of holiday activities and summer camps.
- 1.4 To recruit, inspire, encourage, train and develop a team of volunteers for the children's programmes
- 1.5 To cater as far as possible for the spiritual, pastoral and social needs of the children and their families
- 1.6 To pray regularly for the children and their families

2. To organise, lead and teach the children's Sunday programmes at St John's Church which include Rising Stars and Big God Space. Helping the children and their parents to know and share the love of Christ, develop in spiritual maturity and friendship, all as part of the church family.

- 2.1 To develop teaching programs relevant to children, that will grow them spiritually, release them to use their God-given gifts and encourage them to grow in their faith
- 2.2 To deliver the teaching for children with others on Sundays and to have a continuing overview of the work with children to ensure continuity and growth.
- 2.3 To organise and run afternoon/evening activities on a Sunday with the children and families.
- 2.3 To organise a programme of activity and resources for parents to encourage them to pray and read the bible with their children.
- 2.4 To visit the parents and children in their homes to build relationships

3. To be a part of the leadership team of the church

- 3.1 To take a lead in developing and maintaining a strategic approach to children and families work, in consultation with the Vicar and PCC. This might include reports, budget proposals and presentations to the Vicar and PCC.
- 3.2 To be part of the network of youth workers in the Diocese and take part in ongoing training / support initiatives for personal and professional development as agreed with the Vicar.
- 3.3 To continually enhance and develop the children's outreach programme.
- 3.4 To communicate to the church family about the children's outreach programme and to continue to enthuse the church about working with children and their families.
- 3.5 As a member of the staff team you will be expected to take an active part in the life of the church, to attend prayer meetings as agreed, meet with the Vicar on a regular basis and participate in an annual appraisal.
- 3.6 To liaise closely with the Parish Safeguarding Officer with regard to working with children and volunteers, and the Lead Recruiter for DBS checks. Also to ensure they are up to date with current Health & Safety legislation and risk assessment.
- 3.7 To share in the practical and administrative tasks of the church.
- 3.8 To maintain good working relationships with people in and outside the church.
- 3.9 To fulfil any other reasonable responsibilities or tasks that the Vicar may deem appropriate.

Role B: Family Support Worker, St John's Meads C of E School

1. To support St John's Meads Church of England Primary School in providing a programme of Christian activity and outreach to students

1.1 To plan, organise and deliver a programme of Christian activities, clubs and Christian worship at St John's Meads School as directed by the Head

1.2 To work with classes and groups of pupils as directed by the Head and staff

1.3 To develop, participate and lead in extra-curricular activity as appropriate and directed

2. To provide support to pupils, families and staff in a pastoral capacity and within the Christian ethos of the school

2.1 To support children in a pastoral capacity in both one-to-one and small group settings

2.2 To develop pastoral work and ministry with the parents and carers of children at St John's Meads School

2.3 To make links and form relationships with families to encourage the Christian development of pupils

2.4 To be a member of and work with the Board of Governors and take a leading role within the Ethos Committee

Selection criteria: The criteria below indicate the qualities that are needed to do the job well. Candidates for the post will be selected according to the extent to which they meet them, with a view to developing the rest. Most of the criteria must be met in order to qualify for selection

This is a Genuine Occupational Requirement [GOR] for the holder of this post to be a practising Christian

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Requirements of the post:

1. There is a genuine occupational requirement that the post holder is a committed and active Christian.
2. A driver (full driving licence) and preferably your own car.
3. Own laptop and mobile phone.
4. Please note that we can only consider applicants who are already resident and permitted to work in the United Kingdom and for the entire duration of employment.
5. The contract is initially 3 years, however please note that a sixth month probationary period will need to be successfully completed before the candidate is formally contracted for the 3 years.
6. Satisfactory DBS 'Enhanced' clearance for the entire duration of the employment.

PERSON SPECIFICATION

Work Experience & Qualifications

1. Experience of working with children (aged 5-11) and in children's outreach.
2. Experience of teaching children about the Christian faith and a passion for evangelism.
3. Experience of planning and delivering children's projects or events..
4. Experience of attending or serving in the Church of England.
5. Educated to A Level or Degree standard (or equivalents).
6. Ideally a related qualification/training in children's work.
7. Experience of recruiting, training and supervising a team of volunteers.

Knowledge and Understanding

1. A good understanding of the Bible and Christian faith
2. An understanding of child protection and safeguarding in relation to working with young people
3. An understanding of Health and Safety issues in relation to working with young people.
4. A good understanding of the needs and issues affecting young people today

Skills and Abilities

1. An energetic and confident communicator who is able to motivate children, parents and volunteers.
2. Strong interpersonal and listening skills with an ability to establish positive, productive and appropriate relationships with children, parents and members of the church family.
3. An ability to communicate the Christian faith in active and relevant ways to children.
4. An ability to lead, inspire and develop the gifts of others.
5. An organiser and doer who is able to manage workload efficiently whilst working on their own and as part of a team.
6. Technology literate including Microsoft Office, Texting, Internet, Social Networking, etc.

Attitude

1. Sympathetic to the ministry and mission of the Church of England and St John's, Eastbourne.
2. A servant hearted leader with a heart for God and love for people.
3. Friendly, approachable, diplomatic, discreet and caring.
4. Patient and resilient.
5. Committed to continuous improvement and ongoing professional development.