

JOB DESCRIPTION FOR:

Children's and Families' Development Worker at St Giles' Church, Exhall

Location	St Giles' Church, Exhall CV7 9GZ
Salary range	£10,000 – £12,000 pa for 17.5 hours per week (£20,000-£24,000 pro rata)
Hours	Part-time - including evenings and weekends
	Fixed Term initially for 2 years, with possibility of extension subject to review.
Reports to:	Vicar, with regular reporting to and support from the Children's and Families' steering team

At St Giles' Church, Exhall we aim to be a safe, inclusive and supportive community, living life fully, where no one feels alone. We seek to show God's love by welcoming people of all ages and backgrounds, and connecting with our community through friendship, kindness and support, especially with those with practical, spiritual or social needs.

At our recent church awayday we recognised that while we are a church with a healthy attendance at present, we need to reach out more effectively to families and children. Therefore we want to appoint a Children's and Families' Development Worker, who will dedicate their skills and experience to develop this important ministry.

Job Purpose

To help St Giles' establish a clear strategy for children's and families' work, shaping the vision, values and priorities that will help us become a robust centre of Christian faith and see this ministry flourish. At a practical level, to build on the worship and activities that we currently run at St Giles', and set up around them an appropriate, well-resourced and sustainable Children's and Families' programme.

Key Relationships

- Vicar of St Giles' Exhall and the Children's and Families' Steering Team
- Children and parents, in church and across the parish
- Schools in our parish – encompassing primary, secondary and special schools

- St Giles' church community and its volunteers, including Sunday School and Toddler Group leaders

Key Responsibilities

- Review, integrate and build on our existing work for Children and Families.
- Plan, organise and run age-appropriate, fun, faith-based and engaging activities and events on days that best meet the needs of families, year-round. Lead their launch, development and evaluation.
- Inspire local families to get involved, with a view to drawing them into faith
- Communicate – and help others to communicate – the message of Jesus Christ to children and families, to make new disciples whose faith is infectious across the whole church and community.
- Build up, lead and nurture a team of volunteers to support this work.
- Ensure consistent and regular communication with children and parents across the parish, both those already known to us and those who are not, making good use of our website, schools newsletter, parish magazine, Facebook and other social media as appropriate.
- Keep accurate information relating to Children's and Families activities. Provide short reports as required by the PCC.
- Help to ensure that all Children's and Families Work is in line with the vision and mission of St Giles' and complies with Health and Safety guidelines and Diocesan Safeguarding Procedures.

Person Specification

Criteria	Essential	Desirable	Application / Interview
An active Christian faith.	√		Application
A professional qualification or significant experience in working with children, young people and families.	√		Application
A positive, creative and problem solving outlook.	√		Interview
Initiative and self-motivation.	√		Interview
Ability to work alone in consultation with a team.	√		Interview
Skills in dealing with a wide range of people.	√		Interview
The ability to lead and inspire others to get involved.	√		Interview
Experience of leading volunteers.		√	Application
Sensitivity and the ability to read the local context in order to identify its needs and aspirations and address these appropriately.		√	Interview
Experience of setting up and running creative activities for children, young people, and families	√		Application
Knowledge of running activities that comply with health and safety and safeguarding legislation.	√		Interview
Strong verbal and written communication skills, including presentation skills using a range of media and approaches.	√		Application/in interview
Experience and skills in administration, IT and organisation; ability to plan ahead and deliver against plans, and to prioritise appropriately.	√		Interview
Knowledge of the use of social media to gain community support and interest.		√	Application
Ability to travel to Ash Green during both daytimes and in the evenings and weekends.	√		Application
A satisfactory DBS check at enhanced level.	√		Interview

Occupational Requirement

It is an Occupational Requirement (schedule 9 part 1 of the Equality Act 2010) of this post to have a committed Christian faith.

This post is subject to a **6-month probationary period.**