

Job Description

JOB TITLE	CHILDREN'S AND FAMILY WORKER
Circuit:	Southport Circuit 1/36
Location:	Home-based but there will be office-space in one of the Circuit Churches
Salary:	£28,013
Hours:	Full time, 37hrs per week
Responsible to:	The Managing Trustees of the Southport Methodist Circuit Line managed by the Revd Rachel Bray
Responsible for:	Managing volunteers where required

Job Purpose and Objectives

The postholder will coordinate and facilitate the effective delivery and development of children's work (0 – 11yrs) across the 9 churches of the Southport Circuit, with the aim of enabling children and their families to be fully participating and engaged members of their churches.

Main Responsibilities

- To oversee and coordinate children's work across the Circuit
- To support, encourage and resource the team of volunteers who work with children across the Circuit
- To link in with and support teams who lead activities and groups for children across the churches
- Liaise with the Youth Worker regarding work with children and young people
- To encourage churches to grow in their welcome and engagement with families
- To help equip parents to help their children explore and develop their faith
- Develop new initiatives that would enhance our work with children and families
- To help churches think creatively about engaging with unchurched children and their families
- To connect in with the work of our churches who already have links with schools and work collaboratively where appropriate with the Southport & Area Schools Worker Trust
- To keep accurate records, monitor progress, and present reports to the Circuit Meeting
- To ensure effective risk assessments and safe working practices in relation to children's work are maintained and reviewed across the Circuit, in liaison with appropriate church personnel and volunteers
- Attend appropriate training and events

Terms and Conditions

- The appointment is full-time, 37 hrs per week, with flexible working, including weekends.
- Part-time would also be considered
- Permanent contract
- Any overtime will be taken as time off in lieu
- Ability to travel within the circuit will be required
- There is a contributory pension scheme to which eligible lay employees will be enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions
- Annual holiday entitlement - 30 days (6 weeks) + bank holidays (leave primarily to be taken during school holidays)
- All reasonable expenses will be reimbursed
- Appointment will be subject to satisfactory Disclosure & Barring Service (DBS) clearance
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of a six-month probationary period

Person Specification

	Essential	Desirable	Method of Assessment
Education & Training			
Good standard of education (educated to at least GCSE level in English and Mathematics).			A
Qualification or relevant training in childcare/early years/children's work.			A
Proven Abilities			
Previous experience of working with children and families.			A, I
Experience of working and engaging with families from diverse backgrounds.			A, I
Ability to quickly connect, communicate naturally with, and motivate children and families, both those who attend church and those who do not.			A, I, E
Experience of providing pastoral care and support in a paid or voluntary position.			A, I
Able to work as part of a team.			A, I
Ability to lead and inspire a team of volunteers.			A, I, E
Special Knowledge & Skills			
Passionate about working with children and families and creating opportunities for them to explore and develop their faith.			A, I, P
Good organisational skills with the ability to prioritise and manage time effectively.			A, I
Self-motivated and enthusiastic with the ability to work on own initiative in developing creative ideas.			A, I, P
Able to develop and maintain appropriate boundaries, demonstrating integrity and a commitment to and understanding of confidentiality.			A, I

An awareness of health and safety and experience of producing risk assessments for activities and events.			A, I
A good knowledge and understanding of safeguarding procedures and willingness to adhere to Methodist policies and practices relating to safeguarding.			A, I
Basic ICT skills to include use of email, word processing and databases.			A,I, P
Ability to use and manage social media appropriately.			A, I, P
Awareness and sensitive to issues of equality, diversity and inclusion.			A, I
Awareness of safer recruitment procedures and volunteer management.			A, I
Any Other Requirements			
A practicing Christian, supportive of the aims and ethos of the Methodist Church.			A, I
A flexible approach to working in response to the evolving needs of the Circuit and the wider Methodist Church.			A, I
The ability to travel to locations cross the Circuit (either using own car or public transport).			A, I
Satisfactory Enhanced Disclosure from the Disclosure & Barring Service			DBS application

A: Application form; I: Interview; Q: Proof of Qualification; P: Presentation; E, Exercise