

Children & Families Worker Job Description

Responsible to:	Rector
Hours of Work:	28 hours / week (0.7 post)
Salary:	£22,000 – 26000 pro rata

Role

The Children and Families Worker will **lead and develop** St Giles' ministries with young families in West Bridgford in three key areas:

1. **Co-ordinating** the current work with children and young families.
Ensuring it is 'joined up', that groups and activities are working in harmony with one another sharing a common vision and mission.
2. **Extending** our work with young children and their families, supporting and encouraging our existing volunteer leaders, whilst enabling further development.
3. **Reaching out** to families:
 - Welcoming new families;
 - Following up those who visit us and offering support where needed;
 - Identifying pastoral needs and developing strategies for addressing them.

Specific Responsibilities

1. Lead and develop St Giles' current work with 0-11's and their families, supporting and co-ordinating our Sunday groups – Sunbeams, Creche, Junior Church, our weekly Toddler group, and our monthly Messy Church service.
2. Co-ordinate and facilitate special events across the year including Holiday club, alternative Halloween party, Nativity, family fun days, and the church weekend away.
3. Develop, train and equip teams of volunteers for our ministry with families.
4. Co-ordinate the under 11's Sunday groups and crèche, reviewing the programmes with the Rector and taking responsibility for rotas and assisting the running of activities.

5. Act as a point of contact and 'friend to the family' of those with young children at St Giles, identifying those who are new to the church, helping them to integrate and signposting pastoral needs where appropriate.
6. Ensure that Diocesan Safeguarding and recruitment procedures are complied with and that children's workers are trained in good practice with regard to keeping children safe.
7. Create and implement strategies for engaging the parish's children and young families with St Giles'.
8. Liaise with other groups in the church as may be required, particularly the Youthworker and Pastoral Care team.

Personal Attributes

- A personal faith in Jesus Christ.
- A love for children and families.
- An understanding of, and empathy with, the challenges of family life and a willingness to support parents and carers in their parenting.
- A team player – someone who is able to enthuse and inspire volunteers in their ministries at St Giles.
- An eagerness to learn and develop, to try new things and work with flexibility and enthusiasm.
- Ability to respect matters of confidentiality and sensitivity.
- Vision, initiative, and self motivation.

Qualifications

A relevant qualification in teaching or children's ministry is desirable.

Skills

- Excellent pastoral skills with adults and children.
- Ability to communicate and engage with groups of adults and children.
- Confident IT skills with knowledge of varied social media channels.
- Excellent literacy and numeracy.
- Strong ability to come alongside and develop others.
- Strong organisational and time management skills.
- Knowledge of and commitment to good practice in Safeguarding.

Experience

- Involvement in leading children's activities;
- Evidence of presenting to a range of groups and audiences

There is a genuine occupational requirement that the post holder is a Christian.
The post is subject to an Enhanced DBS disclosure.