

St Margaret’s Church- Children and Families Leader: Job description



‘Our purpose is to know and share God’s transforming love with one another, with our local community and the wider world.’

<b>Job title:</b>	Children and Families Leader
<b>Reports to:</b>	TBA
<b>Hours of work:</b>	20-35 hours per week (negotiable) including weekends. Working pattern may require and allows for some flexibility.
<b>Salary Range:</b>	£23,500 p/a - £25,000 p/a
<b>Term of employment:</b>	Permanent with a three month probation period
<b>Annual leave</b>	6 weeks (to include 6 Sundays) plus statutory holidays (may be expected to work on Christian festivals in which case days may be taken in lieu)
<b>Normal place of work</b>	Principally on site at church or at home. Some work takes place in schools or other local organisations.
<b>Purposes:</b>	<ul style="list-style-type: none"> <li>• To lead, inspire, envision and encourage the church in its work of growing children (0-11’s) in their Christian faith;</li> <li>• To enable the children in our community to know and share God’s transforming love;</li> <li>• To introduce children to the teaching of the Bible and to nurture their understanding of the Christian life;</li> <li>• To encourage children and families to be drawn fully into the life of the church and Christian discipleship.</li> <li>• To promote the safety and wellbeing of children in our church.</li> </ul>
<b>Current Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• <b>Leadership role-</b> Management of volunteers, support, nurturing, communication, finding resources and maintaining resources to support groups, administration (rotas, recruiting, meetings, training, safeguarding, health and safety). Contributing to the development of the vision for children and families ministry. This post carries the responsibility of being a full and key member of the leadership team.</li> <li>• <b>Sunday Morning Junior Church-</b> To oversee the co-ordination of groups for children aged 0-11 on Sundays with a team of lay leaders and volunteers including leading/ working with groups on a regular basis;</li> <li>• <b>Messy Church-</b> To oversee, develop and co-ordinate our Messy Church ministry.</li> <li>• <b>Community Outreach-</b> Including support for Maggie’s song, and Netherne ‘Stay and Play’. Leading our annual Holiday club. Developing links with community and groups and schools.</li> <li>• <b>Family support-</b> Leading parenting courses, baby group (support group for new Mums), pastoral contact and provision.</li> <li>• <b>Involvement in all age services-</b> Leading and/or speaking as appropriate as well as enabling children to be involved.</li> <li>• <b>Links to Partner organisations-</b> eg Deanery, SparkFish etc.</li> <li>• <b>Training and retreat time-</b> In consultation with the Leadership to develop healthy patterns of ministry and personal growth;</li> </ul>

<b>Possible Areas of development</b>	<ul style="list-style-type: none"> <li>• To become involved with the local primary and junior schools by taking assemblies and supporting the curriculum by invitation;</li> <li>• To have involvement in the Baptism visiting team as appropriate (I had never heard of this so it hasn't happened);</li> <li>• To develop the pastoral work among local families;</li> <li>• To explore the possibility of after school clubs and Year 5 &amp; 6 mid-week cell groups;</li> <li>• To explore the possibility of a community 'baby café' drop in;</li> <li>• To explore developing a 'Who Let the Dad's Out' group;</li> <li>• To consider residential opportunities for Children and Families</li> </ul>
<b>Person specification:</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate a passion and calling for working with children and families;</li> <li>• To relate well within an inter-generational community;</li> <li>• Mature Christian faith rooted in the authority of the Bible, led by the work of the Holy Spirit and grounded in prayer. This includes an understanding that this position carries with it the responsibility of being a role model;</li> <li>• An ability to maintain a sense of humour under pressure;</li> <li>• Good oral and written skills with excellent interpersonal skills;</li> <li>• Evidence of leadership skills;</li> <li>• Ability to communicate the Christian faith in a way which is relevant to and inspires children;</li> <li>• Ability to work on own initiative and as part of a team;</li> <li>• Proven track record in working with children;</li> <li>• A relevant children's work qualification and/or equivalent experience;</li> <li>• GCSE grade C or above in English and Mathematics, or equivalent.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Full driving licence</li> <li>• Musical ability</li> <li>• Interest in drama</li> </ul>

**It is a genuine occupational requirement that individuals employed by St Margaret's Church, Chipstead are practising Christians, whose lifestyle is in keeping with the ethos, statement of faith and the aims and purpose of the Church.**

**It is an expectation that the post holder will participate in the wider mission and ministry of the church and to be a full and active member of St. Margaret's.**

**Any appointment will be subject to Enhanced **CRB/DBS** disclosure.**