

St Mary Magdalen Church
193 Bermondsey Street
Bermondsey
London
SE1 3UW



St Mary Magdalen Church
"Here for good"

020 7234 0100 📞
stmarysb.office@gmail.com ✉️
www.stmarysbermondsey.org.uk 🌐

Job Description – Children and Families Worker

St Mary's is a vibrant and growing Church of England evangelical church in the heart of London. We are looking for a Children and Families Worker to join the team to help make the love of God known in our area. Our ideal candidate will be:

- Committed to following Jesus closely in their own life and modelling discipleship to others.
- On fire with a desire to make Jesus known among children and families and to nurture young disciples.
- An energetic self-starter capable of working effectively on their own and in teams.
- Creative in finding opportunities to reach out to children and families, and wise enough to change course when something isn't working.
- A good team player, capable both of exercising leadership and of enabling leadership in others.
- A competent administrator, willing and capable to do the back-office work necessary for effective children's work as well as the exciting parts of the job.

The role will include, but is not limited to:

- Recruiting and supporting volunteer leaders for creche and Sunday school groups, including working with the volunteer leaders to ensure good training.
- Resourcing creche and Sunday school groups with programmes of age-appropriate teaching material and working with volunteer leaders to implement it.
- Finding opportunities to work with schools in the parish (especially Boutcher Church of England School).
- Creating new opportunities for engagement with the church for local families (especially parents and toddlers), offering Christian teaching in a fun and engaging environment.
- Exploring and leading ways for the church to engage with local families in school holidays, including holiday clubs.
- Working with parents within the church to provide resources and support to raise their children as disciples of Christ.
- Working with other local Christian institutions, particularly the Salmon Youth Centre and the Parish of St James and St Anne's as appropriate.
- Providing the administrative support for maintaining up-to-date consent records; ensuring current DBS checks; working with the Church Safeguarding Officer to ensure best safeguarding practices; coordinating rotas for children's work; and arranging team meetings.
- Other relevant work as directed by the Rector or Leadership Team.




This role will have the following requirements and benefits:

- The religious nature of the role requires that applicants must be practising Christians, believing in Jesus Christ as the full revelation of God and the only means of salvation, and assenting to the Nicene Creed. Their lives should model Christian discipleship to the members of the church. The successful applicant must be willing to attend St Mary's except during their holidays.
- Report to the Rector and work closely with the Curate, Church Wardens, and existing children's work volunteer team.

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- A two-year fixed term contract, renewable subject to review of the role.
- 20-hours per week, paid at the real London Living Wage rate¹ (£13,676pa).
- Work on Sundays and occasional evenings is expected.
- 14 days of holiday (including up to 6 Sundays) per year, plus bank holidays pro rata.
- Statutory sick pay.
- Employer contributions to a Church of England pension scheme at 3%.
- Working space in the church
- Support for reasonable professional development.
- Six-month probation period.
- The role is dependent on the results of an enhanced DBS check prior to commencement and completion of all appropriate Church of England safeguarding training during probation. The role is exempt from the Rehabilitation of Offenders Act; applicants will be asked to fill out a Confidential Disclosure form. Failure to submit this form will result in the rejection of an application.
- The role is dependent on satisfactory references being received.
- Applicants must have current Right to Work in the UK.

¹ <https://livingwage.org.uk/what-real-living-wage>

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How to Apply

Please send an email with the following documents in PDF:

- An up-to-date CV.
- A covering letter explaining your background and suitability for the role, with particular reference to the requirements of the job description. Please include any current notice period or restrictions on a starting date.
- The names and contact details of two referees. Your referees should be able to comment on your suitability for the role as well as on your character. One of your referees should be someone in a leadership position in a church in which you have served or worshipped (lay or ordained).
- A Confidential Disclosure Form (attached to this job description).

Please email these documents to the Rev'd Peter Welby (pw@portaladvisory.com) before **2 September 2024**. We hope to conduct interviews in the week of **16 September 2024**.

About St Mary's

St Mary Magdalen's Church has provided a place for the worship of God in Bermondsey for over 730 years. Today we have a vibrant congregation of around 100 people, including around 20 children and young people. Our congregation is very reflective of our area in the distribution of ages, ethnicities, education and income. The church has a weekly volunteer-led creche, and fortnightly Sunday school and youth groups. Our commitment is to continue to make Christ known in Bermondsey and draw the people of our parish into his love and service.

Our parish stretches from the Thames to the Old Kent Road, and from London Bridge station in the West to St Saviour's Dock in the east. St Mary's is part of the Bermondsey Group Ministry, together with the Salmon Youth Centre (Old Jamaica Road) and the churches of St James and St Anne. We are members of Christians for Transformation in Bermondsey, a group of churches and Christian organisations devoted to the proclamation of the gospel in Bermondsey. We are in partnership with the London City Mission.

We have a very close relationship with our parish Church of England primary school, Boucher, taking weekly services with KS2 and hosting the school for termly services in the church. There are three other primary schools in the parish.



Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

Confidential Declaration Form and Privacy Notice Guidance

This form must be completed by all applicants for roles engaging in regulated activityⁱ or roles working/having substantial contact with children and/or vulnerable adults. This includes all Clergyⁱⁱ, as well as all Church Officersⁱⁱⁱ who are applying for a role that has been assessed as requiring an Enhanced Disclosure and Barring Service (DBS) (with/without Barred List) check. The nature of these roles means they are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act (1974 (ROA 1974) by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) (the ROA Order 1975 (as amended)).

All individuals applying to work/volunteer in such roles will be subject to a satisfactory Enhanced DBS (with/without Barred List) check before the appointment is confirmed as well as a satisfactory Enhanced DBS (with/without Barred List) re-check every 3 years.

You are required to disclose **all** unspent convictions and conditional cautions and **all** spent^{iv} convictions and adult cautions that are not protected^v (i.e. that are not filtered out) as defined by the ROA Order 1975 (as amended)). The ROA Order 1975 (as amended) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers/voluntary organisations and, if they are disclosed, cannot be taken into account.

A criminal record will not necessarily exclude an individual from consideration for appointment. This will depend on the nature of the role applied for and the circumstances and background of the offences. All information declared on this form will be carefully assessed to decide whether it is relevant to the role applied for and will only be used for the purpose of safeguarding children and/or vulnerable adults. If you answer yes to any question, please provide details, on a separate sheet if necessary, giving the number of the question that you are answering.

If it is later discovered that any statement is false or misleading, then depending on the nature of your engagement, it may lead to disciplinary procedures, where appropriate, and/or dismissal from your post/role. If you are unsure of how to respond to any of the questions, please seek appropriate advice e.g. from the appointing organisation/responsible person/recruiter, an organisation such as NACRO or Unlock^{vi}, or a solicitor.

Registered Bodies and those in receipt of DBS Update Service information must fulfil the DBS Code of Practice requirement to have a written policy on the recruitment of ex-offenders in place^{vii}. Copies of these documents are available on request and the DBS Code of Practice is available from the DBS via [DBS code of practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/442222/dbscop2018.pdf)

The accompanying Privacy Notice explains how the information you supply on this form is used and your rights with respect to that data as required by the UK General Data Protection Regulation, (the "UK GDPR"), and the Data Protection Act 2018, (the "DPA 2018"). If applicable, please inform relevant members of your household that you have included their details on this form and give them a copy of the Privacy Notice (it will only be applicable if members of your household have been included in the response to a question on the form, e.g. Qs.6 & 7).

This Confidential Declaration Form and Privacy Notice must be used within the Diocese in Europe, the Channel Islands and Sodor & Man, subject to relevant legislative variations/modifications and/or unless there is specific local legislation in a jurisdiction that would prevent its use in its current format.



**Confidential Declaration Form
for roles meeting the criteria for an
enhanced Disclosure & Barring Service check**

**Section A
PERSONAL DETAILS
This section must be completed by all applicants.**

Title (Mr/Mrs/Miss/Ms/Other):	<input type="text"/>
Surname:	<input type="text"/>
Forename(s):	<input type="text"/>
D.O.B.:	<input type="text"/>
Home Address:	<input type="text"/> <input type="text"/> <input type="text"/>
Telephone No.:	<input type="text"/>
Role Applied for:	<input type="text"/>
Role Location:	<input type="text"/>

**Section B
Please fully complete all relevant sections.**

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes No
If yes, please provide details:



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2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? Yes No
If yes, please provide details:

3. Are you aware of any criminal/police enquiries/investigations undertaken following allegations made against you which may have a bearing on your suitability for the post? If yes, please provide details: Yes No

4. Are you at present the subject of any criminal/police enquiry/investigation/pending prosecution which may have a bearing on your suitability for the post? If yes, please provide details: Yes No

5. Is your role deemed “home based”, as per the DBS definition^{viii}?
Yes (proceed to Question 6.) No (proceed to Question 8.)

6. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 and/or any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? If yes, please provide details^{ix}: Yes No

7. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who is at present the subject of a criminal/police enquiry investigation/pending prosecution? If yes, please provide details: Yes No



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8. Have you lived, worked or volunteered outside the United Kingdom for a continuous period of six months or more at any point within the previous 10 years? If yes, please provide details, including the name of the country/countries:
- Yes No

9. Does your role involve engaging in regulated activity with children^x?

Yes (proceed to Question 10.)

No (proceed to Question 11.)

10. Are you or have you ever been barred from work with children?
- Yes No

11. Does your role involve regulated activity with vulnerable adults^{xi}?

Yes (proceed to Question 12.)

No (proceed to Question 13.)

12. Are you or have you ever been barred from work with vulnerable adults?
- Yes No

13. Are you currently or have you ever been subject to any formal action as a result of an allegation that your conduct has amounted to, resulted in or put a child and/or vulnerable adult at risk of harm^{xii}? If yes, please provide details:
- Yes No

14. Are you currently or have you ever been subject to a court order either made against you or in relation to you that you have caused harm to a child and/or vulnerable adult, or that a child and/or vulnerable adult was at risk of harm from you? If yes, please provide details and a copy of the court order:
- Yes No

15. This question must be answered in relation to circumstances that have arisen from a child/ren being in your care. If you are an adoptive and/or foster parent and the circumstances either relate to the child/ren's previous situation, or to the removal/placement/child protection or child in need plan, which formed part of the planned management or transition of the child/ren into your care, then you do not need to answer yes to this question.



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Has a child/ren in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care and/or been made subject to a child protection or child in need plan as a result of a safeguarding concern that has arisen whilst the child/ren has been in your care and/or in relation to your provision of their care? If yes, please provide details:

Yes

No

16. Is there any other information that may be considered relevant to the questions in this Confidential Declaration Form, and which may have a bearing on your suitability for the post you are applying for, (i.e. working with children and/or vulnerable adults)? If yes, please provide details:

Yes

No

Declaration

I declare the above information and that on any additional sheets (number attached: __) is true, accurate and complete to the best of my knowledge. After I have been appointed and during my appointment, I agree to inform the responsible person immediately if my answers to any of the above questions change and provide the relevant details.

Signed:

Date:

Consent statement (this statement should only be signed if the answer to Question 8. is Yes)
I consent to my details being transferred outside the UK for the purposes of an overseas criminal records check.

Signed:

Date:

Please return the completed form in a separate, sealed envelope, marked private & confidential to:
Rev'd Peter Welby, St Mary Magdalen Church, 193 Bermondsey Street, London SE1 3UW or
via secure email to: **Rev'd Peter Welby (pw@portaladvisory.com)**



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ⁱ [Eligibility guidance for enhanced DBS checks - GOV.UK \(www.gov.uk\)](#)

ⁱⁱ Applies to all Church of England ordained and licensed Clergy including Archbishops, Bishops, Archdeacons, Deans, stipendiary parish Clergy, self-supporting Minister / non stipendiary Ministers, Chaplains, locally ordained Clergy, Clergy with 'permission to officiate' (PTO), and those seeking ordination training or ordination.

ⁱⁱⁱ A Church Officer is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or voluntary.

^{iv} Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

^v The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Convictions:- You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it did not result in a prison sentence or suspended prison sentence (or detention order) and (c) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b) and (c) in order to be filtered.**

Cautions:- You do not have to declare any adult caution where: (a) 6 years have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences. As of 28 November 2020, reprimands, warnings and youth cautions, are automatically filtered. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered.**

Further guidance is provided by the DBS and can be found at

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

^{vi} <https://www.nacro.org.uk/> <https://unlock.org.uk/>

^{vii} [DBS sample policy on the recruitment of ex-offenders - GOV.UK \(www.gov.uk\)](#)

^{viii} [Home-based position definition and guidance - GOV.UK \(www.gov.uk\)](#)

^{ix} Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.

^x [Regulated Activity with Children in England](#)

^{xi} [Regulated Activity with Adults in England](#)

^{xii} 'harm' involves ill-treatment of any kind including neglect, physical, emotional, financial or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.