

Job Description Children's Worker



Title: Children's Worker

Reporting to: Children and Families' Pastor

Hours Worked: 25 hours per week

Overall Purpose

With the Children & Families' Pastor to develop and deliver suitable activities for the promotion of the Christian faith to children in the age range birth – 11 years [school year 6] attending St Stephen's and throughout the local community. Through prayer and in consultation with your line manager to ensure that activities are consistent with the church vision of "Being powered by the presence of God and shaped for the purposes of God."

Main Duties

1. To work closely with the Children and Families' Pastor to create a church environment where children feel welcomed, valued, safe and encouraged to explore issues of faith.
2. To work with other leaders to prepare creative programmes that engage children and encourage them in their journey of faith, knowledge of the Bible and relationship with Jesus.
3. To develop and maintain a good working relationship with the manager and staff of our Steps preschool. To build links with parents and carers and help Steps children to engage with the Christian faith and Bible stories.
4. With your line manager to develop and maintain strong relationships with local primary schools.
5. To exercise holistic pastoral concern for children and to pray with and for children.
6. To promote the importance of children's work to the congregation and support your line manager in building a team of volunteers.
7. To ensure that all safeguarding, health and safety and other duties of care are met; including completion of risk assessments and first aid practices and procedures.
8. As appropriate, to liaise with the diocese, local children's organisations and other churches in matters relating to children's work.
9. To play an active role within the overall St Stephen's Church Staff team, attending staff meetings and prayer meetings as agreed with your line manager.

10. To attend relevant training to develop your effectiveness as a professional Christian Children’s Worker, as agreed with your line manager.
11. To participate fully in the worshipping life of St Stephen’s.
12. To undertake any other reasonable activity as directed by your line manager and/or the incumbent.

Person Specification:

Person specification

Personal Qualities:

- An active personal Christian faith.
- A passion for working with children ages 0-11.
- A team player, with the ability to lead and motivate others.
- A people person, with the ability to easily relate to young and old, church and non-church people.
- Creative and Adaptable.
- A sense of humour and humility.

Qualifications and Experience:

- Formal training and qualifications in children’s work, pre-school or teaching is not required but is an advantage.
- A sound working knowledge of the Bible and the Christian faith.
- Experience of working with children and their parents/ carers in a Christian setting.
- Good communication and teaching skills with children.
- Good organisational and IT skills.
- A working knowledge of safeguarding procedures.
- Time management skills and the ability to set priorities.

It is a Genuine Occupational Requirement that the holder of this post is a practising Christian whose lifestyle is consistent with the values and doctrine of the Christian faith.

This post also requires an Enhanced Plus DBS disclosure

Employee’s signature.....

Employee’s Name.....

Date.....

May 2017

Main Terms and Conditions

Hours	<p>25 hours per week to be organised flexibly by the jobholder as required, and agreed with your line manager.</p> <p>Due to the nature of the work, this will regularly involve Sunday mornings and some evenings. In the school holidays it may include a residential trip or holiday club.</p>
Salary	£8.45 per hour (Living wage)
Work Base	St Stephen's Church, 35 Waterloo Road, Tonbridge, TN9 2SW
Holidays	25 days a year and all bank holidays, rising by one day per complete year of service up to 30 days, pro rata to the hours worked.
Pension	A Pension is provided through The People's Pension, based on the Government's auto-enrolment scheme.
DBS	The post requires an Enhanced Plus DBS disclosure
Occupational Requirement	The post has a genuine occupational requirement that the holder is a Christian and will strive to live his/her life in accordance with the principles set out in scripture and in the teaching of the Church.

General Information about the role/ hours

This role would be suitable for someone who is looking to return to work on a more part-time basis. The majority hours could be structured around dropping off and collecting children from school e.g. 9-2.30 Monday-Thursday if needed.

Initially over one week, the role might include: visits to our pre-school, leading an activity at our toddlers group, leading lunchtime clubs for infant children and helping to lead our 5-10's on Sunday morning.

However, there would need to also be a commitment to one evening a week, so that we could begin to develop a children's club. Occasionally there may also be an evening planning meeting to attend.

We could also arrange the hours to work for a student on a certificate or BA course. The hours could be arranged to allow for a study day and one day at college, or occasional study weeks, depending on the structure of the course.

In the school holidays there will be more time for preparation and some hours could be worked from home. We would expect the post-holder to attend at least one residential camp during the year, either with our children or young people, and take an active role with our holiday club.