

## Alcester Minster Children and Families Worker Job Description

**Overall description of the role:** To expand the Minster's ministry and mission among children and families, with activities located in churches, community venues and schools and provide support for children and families facing difficulties.

**Job purpose:** To oversee the delivery of Christian ministry and mission to children from 0-11 years old and their families.

**Accountable and under the direction of:** Rector and Minster Council

### Commitments:

1	Building on contacts with young families (pre-school) contacted via baptisms, Little Stars and family services.
2	Development of new and existing initiatives for non-service based outreach activities. EG Community fun mornings, Light parties (Christian alternative to Halloween), Messy Church
3	Linking with existing Minster involvement with local primary schools: school assemblies, Open the Book, and school visits to Minster churches.
4	Co-ordinating and participating in children's nurture and teaching activities.
5	Being involved in All-age worship.
6	Providing support and training for families and parents.
7	Preparation of a vision of children's and families ministry and presenting to and working with teams to implement that vision.
8	Network with children's organizations/groups in the community and other churches.

### Other requirements and information:

- Due to the nature of this role, in particular the Christian leadership and teaching within the church, this post is subject to an occupational requirement that the holder be a practicing Christian under Part 1 of Schedule 9 to the Equality Act 2010.
- Work related requirement that the post-holder is able to travel independently between churches, schools and other locations – a car owner/driver is desirable.
- The post is suitable for a Job Share arrangement

### Time commitment:

- Full-time post of 37 hours per week worked flexibly, with 6 weeks of paid holiday

**Accommodation:** no accommodation provided

## Alcester Minster Children and Families Worker Person Specification

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Educational achievement equivalent to NVQ L3 or 2 A Levels</li> <li>• Clear enhanced DBS safeguarding checks</li> </ul>	Christian Children's and Families' Worker Qualification
<b>WORK-RELATED KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding of child development</li> <li>• Knowledge of Bible-based Christian teaching</li> </ul>	
<b>WORK-RELATED EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Supervising children's activities</li> <li>• Working with families with pre-school and primary aged children</li> </ul>	
<b>WORK-RELATED SKILLS</b>	<ul style="list-style-type: none"> <li>• Able to work collaboratively with church and community interest groups</li> <li>• Excellent interpersonal skills</li> <li>• Committed team player</li> </ul>	
<b>COMMUNICATION SKILLS</b>	<ul style="list-style-type: none"> <li>• Able to communicate with children aged 0-11 years and their parents</li> <li>• Able to deliver talks to large groups</li> <li>• Able to report effectively to decision makers</li> </ul>	
<b>SAFEGUARDING</b>	Active in promoting safeguarding procedures and practices within delivery teams	
<b>ORGANISATIONAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Able to work on own initiative</li> <li>• Able to initiate new developments</li> </ul>	
<b>HEALTH AND SAFETY AND RISK ASSESSMENT</b>	Fulfill good practice for lone workers	Previous experience of co-ordinating H&S and Risk Assessment procedures
<b>FINANCE</b>		Budget setting and managing finances
<b>IT SKILLS</b>	Able to communicate effectively using social media and websites, presentation software and multi-media IT	
<b>WORKING FLEXIBILITY REQUIREMENTS</b>	Willingness to work weekly hours flexibly including evenings and weekends but not working on more than 6 days in 7. There is a job related requirement to work at Easter and Christmas.	