



THE CHURCH OF SCOTLAND

JOB DESCRIPTION

Title of Post:	Children and Families Worker – Wellesley Parish Church
Responsible to:	the Minister and Kirk Session of Wellesley Parish Church
Date:	January 2018. Duration of post 12 months from appointment
Main Purpose of post:	To work with the Parish Minister and existing groups to extend outreach to families in the community, helping to provide them with an understanding of Christian values and build faith, with particular emphasis on working with children, young people and families.

MAIN DUTIES

- To help develop and build up the work with children and young people in our church and community through initiating and establishing groups such as Messy Church, and other family orientated groups, with a view to ensuring that these and all other activities become self-sustaining after 12 months.
- Support and encourage activities with families with primary school children. The person will be expected to be actively involved in supporting and leading our After School Club at Aberhill Primary School and for building relationships with parents.
- To support the leaders of the existing uniformed youth organisations which includes Boys' Brigade, Girls' Brigade and Guides.
- To plan and lead the programme for the Youth fellowship in conjunction with the Minister and other helpers.
- To identify, recruit and train potential volunteers to assist with the work
- Undertake such other duties as may be required from time to time by the Parish Minister as part of the ministry team, including being involved in worship when children and families are involved.

Person Specification: Children and Families Worker

	Essential	Desirable
Skills, abilities and knowledge		
Proven track record in working with children, young people and their families	✓	
Understanding of the issues that affect children, youths and families and the ability to relate to them	✓	
Ability to engage with people who have little or no church connection	✓	
Demonstrable ability to encourage good practice in working with, motivating and training volunteers	✓	
A commitment to partnership working, maintaining and developing links with other churches and organisations locally		✓
Ability to work in a school environment, contributing to a school chaplaincy team with an ability to plan and deliver suitable material	✓	
Leadership experience	✓	
Excellent planning skills with the ability to prioritise work and workload	✓	
Good communication skills both oral and written	✓	
Ability to use information technology and social media	✓	
Holder of full valid driving license or full access to alternative private transport if required		✓
Personal Qualities		
Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010	✓	
Openness to and able to evidence different ways of working and trying new initiatives	✓	
Ability to work unsupervised with readiness to use	✓	

own initiative		
Proven ability to work collaboratively with colleagues and contribute to effective team working	✓	
Educational requirements		
Qualified to degree level or similar or accredited training in children's / youth / family work, or significant, recent and relevant work experience in these areas	✓	
On-going commitment to continuing professional development including willingness to work towards qualification and accredited training	✓	

Children and Families Worker - Wellesley Parish Church

- Salary is based on the scale £24,630 - £27,843 pro rata per annum. This is a 0.5 WTE post
- This is a part time post and normal hours of work will be 18.75 hours per week, the nature of the work calls for a degree of flexibility, thus hours of work, which are as agreed with the line manager, may vary from day to day, and may include evening and weekend work.
- This is a fixed term post for 12 months from appointment.
- The post is based at Wellesley Parish Church.
- There are 5 weeks pro rata annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 pro rata statutory holidays.
- Travel expenses by public transport or by use of own car at rates as agreed by your Employer and reviewed annually. Car mileage will be paid by the Employer in the first instance and re-claimed from the congregation on a quarterly basis.
- In view of the nature of the post, the postholder will be required to have membership of the Protecting Vulnerable Groups Scheme.

Informal enquiries can be made to Rev Gillian Paterson 01333 423147

Closing date will be 12 noon Monday 30th April 2018

Ref M08/18