



THE CHURCH OF SCOTLAND

MINISTRIES COUNCIL

JOB DESCRIPTION

Title of Post:	Congregational Support Worker (Children, Young People and Families), St. Margaret's, Glenrothes
Responsible to:	This is a Ministries Council Appointment but you will be responsible, in the first instance, to the Minister and Kirk Session.
Date:	June 2018
Main Purpose of post:	<p>To work as part of a ministry team in St. Margaret's in Glenrothes as it seeks to serve God in the parish, with emphasis on work with children, young people and families</p> <p>The needs of the parish are many, varied and constantly changing which requires a person who can be flexible in their approach to the tasks required. The post holder will be expected to be able to connect with people of all ages, but must be experienced in working with young families. We are keen to continue to develop our work with children and young people and ideally the post holder should have experience of working with pre-school, primary school children and young people at secondary school.</p>

MAIN DUTIES

- Work as part of the ministry team in St Margaret's alongside the minister and members of St Margaret's and liaise with the other Church of Scotland ministry teams across the town.

Families

- Develop opportunities for the congregation to build relationships with families with pre -school children by being actively involved in our Toddler groups on Tuesday, Wednesday and Thursday mornings. Develop, alongside the Minister, other opportunities for families with pre-school children within the church.
- Support and encourage activities with families with primary school children. The person will be expected to be actively involved in supporting and leading, when required, our Monday Club for Primary school children on Monday evenings and for building relationships with parents.
- Support, develop and encourage activities with teenagers in the church.

- To support and participate in the holiday club for primary school children in August each year.
- Assist the minister in the chaplaincies to the three primary schools and the high school in the parish.

Worship

- Share in worship at St Margaret's
- Work as part of a ministry team in preparing, participating in some of our monthly all age worship

Pastoral

- Assist with the pastoral care of the church family and wider community, when required.

Person Specification:

	ESSENTIAL	DESIRABLE
Skills, experience and knowledge		
Experienced in engaging with people in the local community who have no church connection and techniques to sustain engagement	√	
Ability to work alongside members of the church family	√	
Evidence to demonstrate different models of practice to effectively connect and establish a rapport with people of all ages, especially young families	√	
Significant, demonstrable evidence of working flexibly and dynamically with families with babies, toddlers & children and of working with primary school age children.	√	
Experience of working with teenagers.		√
Experience of leading worship or a willingness to develop worship leadership skills	√	
Good time management skills	√	
Good administrative skills, including Microsoft Office	√	
Holder of a full valid driving license and owner of a car or full access to alternative private transport as required	√	
Experience of generating new ideas to grow the work with young families and take the initiative to lead and grow the work	√	
Familiarity with modern means of communication and social media	√	
Personal Qualities		
Committed Christian with a live Church connection and a belief in the work of the Church of Scotland. This is a Genuine Occupational Requirement in terms of the Equality Act 2010.	√	
Well-developed interpersonal, verbal and written communication skills	√	

Awareness of personal boundaries	✓	
Openness to and able to evidence different ways of working and trying new initiatives	✓	
Flexibility and adaptability	✓	
Ability to work on own initiative	✓	
Educational requirements		
Qualified to degree level or similar or accredited training in family or pastoral work, or significant, relevant and recent work of a similar nature	✓	
On-going commitment to continuing professional development including willingness to work towards qualification and accredited training.	✓	

Vacancy: Congregational Support Worker (Children, Young People and Families)

Terms and Conditions:

- Salary is based on the scale £24,630 to £27,843 pro rata per annum. External candidates will start at point 1 of a 5 point scale and move up the scale in annual increments
- This is a fixed term part time (Maternity Cover) post of 18.75 hours per week (0.5 WTE) for up to 12 months.
- 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 local ministry team, may vary from day to day. The working hours will require some Sunday mornings, as agreed with the Minister, to enable the MDS worker to be involved in worship. and some evenings.
- The post is based at St Margaret's. Office space will be discussed with flexibility to work at home where appropriate.
- The applicant will be expected to share regularly in the worship life of St Margaret's.
- 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 successful candidate will be required to have membership of the Protecting Vulnerable Groups Scheme.

Further information may be obtained from Mary Cook, Session Clerk 01592 752154 or Rev Eileen Miller, 01592 752 241.

Closing date etc