

## **JOB DESCRIPTION**

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<b>Title of Post:</b>	Children & Families Worker
<b>Employed by:</b>	Cults Parish Church
<b>Responsible to:</b>	The Minister as Line Manager and accountable to the Kirk Session
<b>Main Purpose of post:</b>	Build and develop relationships with young families and their young children within the Congregation and the Parish.  Excite children and families through imaginative and innovative ways in sharing the Gospel.
<b>Work Area:</b>	The area served by Cults Parish Church

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## **MAIN DUTIES AND RESPONSIBILITIES**

- Understand the range of activities/groups available in the local area for young families and children of primary school age
- Build on the existing children's groups within the Church and create new groups where appropriate.
- Working with existing volunteers, take an active part in the organisation of existing children's groups e.g. Messy Church, JAM, and Creche.
- Organise and run holiday clubs and other outreach events.
- Support the minister in building relationships with young families within the Parish (members and non-members) and share pastoral care.
- Support the minister in developing Chaplaincy work with the primary schools in the Parish
- Develop and maintain a rolling priority plan to engage with families and young children in the Church and local community.
- Link up with other Christian children and families' workers and networks within the district with a view to reaching out effectively to non-churched young people in the community.
- Prepare and deliver presentations and reports for the Youth Core Group, other Core Groups, Kirk Session, and Congregational Board as requested.
- Work flexibly with the Minister and Youth Worker in a team environment.
- To proactively develop with the line manager a plan for continuing professional development.

- Adhere to all relevant health and safety requirements and ensure that risk assessments are carried out for all relevant activities.
- Carry out additional duties or responsibilities as may be reasonably requested by the line manager.
- To share in the worship life of the Church.

### **MOST EXCITING PARTS OF THE JOB**

Working with an enthusiastic and eager minister and congregation to help develop our vision of a Church at the heart of the Community.

You will be encouraged and given scope to bring fresh and innovative ideas to the team.

### **SELECTED TERMS AND CONDITIONS**

- Salary is based on the scale £24,630 - £26,237 per annum (pro rata) and dependent on experience and qualifications
- Normal hours of work will be 22 hours per week. This post is part time and the post holder will work with the Minister and a part-time Youth Worker in a team environment. The Children & Families Worker and Youth Worker posts could be combined into one full time post.
- The post is subject to the satisfactory completion of a 6-month probationary period.
- The nature of the work calls for a degree of flexibility, thus hours of work agreed with the Line Manager, may vary from day to day. Time off in lieu can be taken in consultation with Line Manager
- The post holder will be supported from within the Youth Core Group and a mentor will be identified.
- The post is based at Cults Kirk Centre
- There are 5.6 weeks annual leave including bank and public holidays (pro rata). Entitlement is based on full months worked.
- In view of the nature of the post, the postholder will be required to be a member of the Disclosure Scotland PVG Scheme.
- Church of Scotland “Go For It” funding for this post is available until the end of 2019 and it is fully anticipated that internal match funding will be approved by the Kirk Session for this whole duration.

Informal enquiries may be made to Rev Shuna Dicks,  
Tel 01224 861692 or email [revshuna@btinternet.com](mailto:revshuna@btinternet.com)

Application pack containing further details available at [www.cultsparishchurch.co.uk/vacancies](http://www.cultsparishchurch.co.uk/vacancies)

Closing Date: 21<sup>st</sup> September 2018

Scottish Charity Number SC017517

Person Specification - Children & Families Worker

<b>Skills , Abilities, Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Formal qualification in Family/Children work		√
Experience in Family/Children work	√	
A track record in a comparable role		√
Ability to engage with families with little or no church connection	√	
Ability to work within a school environment, contributing to a school chaplaincy team	√	
Experience in planning and delivering events and activities for children and families		√
Excellent planning skills with ability to organise and prioritise workload	√	
Good communication skills oral and written	√	
Knowledge and experience of using effectively & safely IT and Social Media	√	
Holder of a valid full driving licence		√
Holder of a valid licence to drive community minibus		√
<b>Personal Qualities</b>		
Committed Christian with a live Church connection – a Genuine Occupational Requirement in terms of the Equality Act 2010	√	
Ability to communicate Christian faith imaginatively to families and children	√	
Proven ability to work collaboratively in a team environment but also having the personal drive to work independently.	√	
Openness to try new ideas and learn from experience	√	
Natural enthusiasm and energy to tasks in hand	√	