



Kirkliston Parish Church
SC0139245

Job Description

Title of Post:	Children and Families Worker
Organisation:	Kirkliston Parish Church - Genesis Project
Salary:	£21k pro-rata
Post:	Part-time, 20 hours per week
Length of contract:	2 years
Closing Date:	Friday 21 st September 2018
Location:	Kirkliston - Edinburgh
Responsible to	The Minister of Kirkliston Parish Church

Main Purpose of Job

- To work with the Minister in developing and sustaining work with children and families in the church and the community of Kirkliston Parish
- To engage and work with existing leaders, volunteers and groups to develop Christian faith and nurture committed participation in church activities, relationships and service.
- To design and deliver activities to help children and families build confidence, skills, resilience and relationships which enhance their lives

Main Duties

- Take an active role in developing work with children and families within Kirkliston Parish Church.
- Assist in planning, organising, developing and leading existing activities and encourage others to become involved i.e. Little Coffee Stop - a crèche play, café for parents and pre-school children, Sunday Club, Dynamite - after school club, C.A.B. - detached children's work using an equipped mini bus with volunteer team, Holiday Club.
- Maintain good relationships with church leadership teams and the congregation through involvement and communication.
- Assist in maintaining contact with baptismal families.
- Develop a good understanding of existing community and ecumenical activities
- Strengthen links with nearby schools e.g. through Dynamite and the Chaplaincy team
- Provide regular updates to the Kirk Session, church magazine and the church online presence.
- Maintain an accurate record of appropriate contact with families which complies with Data Protection requirements
- Implement best practice in children's work eg Health & Safety and Safeguarding policies
- Where necessary lead volunteer activities and training
- Undertake administrative duties relevant to the role

- Undertake additional duties relevant to the role as reasonably required by the Parish Minister

Our responsibilities to you

- Arrange regular meetings with a support group
- Offer opportunities for relevant training
- Set an agreed budget

Skills, abilities and knowledge

- Ability to engage with people who have little or no church connection
- A commitment to partnership working and maintaining and developing links with local community groups, partner agencies and other churches in the community
- Experience in working with children, young people and their families
- Experience in participating in worship or willingness to undertake training in order to do so
- Demonstrable ability to encourage good practice in training, working with and motivating volunteers
- Ability to work unsupervised and act on own initiative
- Openness to different ways of working and trying fresh expressions of church
- Enthusiastic and positive attitude with the ability to enthuse and encourage others
- Confidence in speaking with a range of people both in groups and individually
- Understanding of and sensitivity towards the strains on modern families
- Ability to recognise own limitations and willingness to seek support
- Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010
- Good oral and written communication skills
- Proven ability to work collaboratively and contribute to effective team working

Educational requirements

Qualified to degree level or similar or accredited training in children/youth/family work or recent, significant and relevant work experience in these areas.

Selected Terms and Conditions

- There are 5.6 weeks annual leave including bank and public holidays. Entitlement is based on full months worked.
- In view of the nature of the post, the post-holder will be required to be a member of Disclosure Scotland PVG Scheme.
- Church of Scotland "Go For it" funding for this post is available until September 2020 and it is fully anticipated that internal match funding will be approved by Kirk Session for this whole duration.

Please send all applications to MLane@churchofscotland.org.uk