

Appointment of

# **CHILDREN'S AND FAMILIES WORKER**

(Internally only)

St David's Carrick Knowe Parish Church, Presbytery of Edinburgh  
and West Lothian

Closing date – 12 noon Monday 20 January 2025

Job Reference Number: M23/24

Responsible to: Parish Minister for St David's Carrick Knowe Parish Church



## About the Church of Scotland

The Church of Scotland is a national Church providing ministry, care, witness and service across the whole of Scotland and engaging in other parts of the UK and across the world. It has been a significant part of the life of Scotland for more than 450 years. As well as providing worshipping communities of faith that testify to the truth and relevance of the Christian faith, it also plays a significant part in community life of Scotland in a variety of ways and adds significantly to its social capital.

The Church of Scotland today works in partnership with others, including churches from around the world, ecumenical partners, interfaith networks, charities and individuals. It engages with Government and civic society, believing that the Good News of Jesus is relevant within the spheres of politics and decision-making, as well as in our local communities and congregations.

## Ministries Development Staff

Working in the parishes across Scotland, our Ministries Development Staff (MDS) provide additional support locally to complement the work of Parish Ministers. Employed by the Ministries Council of the Church of Scotland, the work that is carried out by our MDS colleagues is invaluable in making a difference to the lives of people in our churches and communities. The Ministries Council employs over 100 staff who are working in roles such as Deacons, Parish Assistants, Children, Youth and Family Workers, Outreach Workers, Pastoral Assistants and Community Development Workers. With support provided centrally from the Faith Action Programme and Human Resources team in the national offices, our MDS colleagues will have access to a full suite of wellbeing and learning opportunities. This sits alongside local collaborative working between line manager, kirk session and presbytery.



## About St David's Carrick Knowe Parish Church

St David's Carrick Knowe is a newly created congregation situated in the west of Edinburgh.

The congregation is formed of the former Carrick Knowe Parish Church and the former St David's Parish Church and came into being on 1 March 2024.

The Carrick Knowe church buildings act as a focal point for the community, attracting more than 800 people throughout the week to a variety of church and community organisations. The St David's Broomhouse buildings are to be disposed of, but we would hope to continue to have a presence at the heart of the Broomhouse community through some activities in the Community Hub, Space @ The Broomhouse Hub.

We are a mixed community with areas of social deprivation across our parish.

Our roll currently stands at around four hundred with around two hundred and fifty people having an active regular connection within our worshiping community.

We have a busy complex of halls which are used extensively throughout the week.

## Context of the role

The congregations of St David's Broomhouse and Carrick Knowe Parish Church both have had Children's and Youth Workers for some years. In the new Union of St David's Carrick Knowe, the congregation is very aware of the need to re-establish this area of work and as part of the church's mission seeks to reach out into our community to young families in particular. The Children and Families Worker will take the lead on this.



# Role description

## **Title of Post:**

Children's and Families Worker

## **Responsible to:**

Parish Minister for St David's Carrick Knowe Parish Church

## **Purpose of Post:**

To encourage the participation of children and their families in the life of the congregation.

## **Main Duties**

- To support and strengthen our community by providing affordable events for families with young children.
- To reduce social isolation for families.
- To encourage parents to understand how they enhance their child's learning by working and playing together (and having fun).
- Supporting families in making life choices that build on healthy living, emotional wellbeing and physical development.
- To inspire and support the Christian faith adventure of children and their families from our community, in the pre-school to Primary seven age group.
- To find ways of drawing the children and families already using our church building into the worshipping and community life of the congregation.
- To undertake such duties as may be required from time to time by the Parish
- Minister.

## **Key responsibilities:**

- Networking with existing groups working with children and families in Carrick Knowe e.g. Sunday Club; Parents and Toddlers; Uniformed Organisations.
- Organising and running 'Meal and a Movie' evenings and 'Cooking with Children' events
- Co-ordinating craft sessions
- Developing and running new events as part of the Project
- Identifying funding opportunities which will help to sustain this work in the longer term.

## **Additional Duties**

- Keep up to date with the Church of Scotland Safeguarding training.
- Attend Kirk Session meetings and provide termly reports of work undertaken and future plans.
- Contribute fully to the Ministries Council appraisal process.

## Person Specification

It is an essential requirement of this role that the post-holder is a committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010.

You will have a relevant qualification to degree level or similar or accredited training in children's work, or similar, or significant, relevant and recent work experience in this area.

The successful candidate will have:

- Experience in setting up, publicising and running events for children and families.
- Willingness to work flexible and at times unsociable hours.
- Good organisational skills
- Self-starter; an effective organiser comfortable with both lone working and working in a team.
- Good interpersonal and listening skills.
- On-going commitment to continuing professional development including willingness to work towards qualification and accredited training.

It is also desirable, however not essential that the successful candidate will have:

- Experience of creatively developing positive relationships with a local community.
- Experience of motivating and working with volunteers
- Experience of sourcing funding from charitable trusts etc.
- Experience of monitoring and evaluating the progress of a project
- Computer Literate

Applications will be assessed in respect of the above criteria.



## Employment Benefits

As a member of staff within the MDS, you will be able to access a number of benefits. All eligible MDS employees will be automatically enrolled into a defined contribution pension arrangement where you will be auto-enrolled at the default rate of 2.5% employee contribution and 14% employer contribution. You will have the option to reduce your contribution or opt out of the scheme.

### Current Pension Contributions

Employee Contribution	Employer Contribution
0%	11.5%
0.5% and less than 2.5%	11.5%
2.5% and above	14.0%

You will also have access to our Employee Assistance Programme, Occupational Sick Pay, enhanced family friendly policies, Flexible Working Policy, Hybrid Working Policy, Cycle to Work Scheme, Chaplaincy Service and Death in Service Benefit.

## Terms and Conditions

- Salary is based on the MDS scale of £28,815 - £32,575 per annum. This is the full-time (37.5 hours per week) salary scale and actual salary will be pro rata to 0.75 FTE. The successful candidate will start at point 1 of a 5-point scale and move up the scale in annual increments.
- This is a part-time, permanent role working 28.12 hours per week (0.75 FTE). Hours are flexible and to accommodate the right candidate there is the opportunity to increase or reduce the overall FTE. 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, including evening and weekend work.
- The post is based at St David's Carrick Knowe Parish Church, 118-132 Saughton Road North, Edinburgh.
- There are five weeks paid leave (140.60 hours) in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also nine pro rata statutory holidays. Entitlement increases after five years' service to six weeks (168.72 hours) annual paid leave
- Travel expenses by public transport or by use of own car (if appropriate) at rates agreed by the employer are payable and reviewed annually. Car mileage allowance will be paid by the employer in the first instance and reclaimed by the congregation on a quarterly basis.
- Membership of Disclosure Scotland PVG Scheme will be required.
- It is essential you have the right to work in the UK before applying to work for us. You will be asked to provide proof of your eligibility to work and remain in the UK if you are invited to attend for an interview.
- In order to comply with the Asylum and Immigration Act 1996, the successful applicant will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.
- An employment medical check will be undertaken as part of our recruitment process.

**For a confidential discussion regarding the role, please contact Rev Fiona Mathieson Telephone 07895184022 Email [fmathieson@churchofscotland.org.uk](mailto:fmathieson@churchofscotland.org.uk)**

## How to Apply

Applications should be sent by email to **recruitment@churchofscotland.org.uk** and must be received by 12 noon on the closing date.

Applications should comprise:

- A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description. Please provide reference contact details for your last two periods of employment (this would normally be your direct line manager/supervisor). If you have had more than two employers in the last three years, please provide referee contact details for that period. References will not be contacted until later in the process.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.
- A personal information form, to be downloaded and attached.

Applications without a CV, personal statement and personal information form will not be taken forward in the process.

Each document should be a maximum of two sides of A4. For more information on any of our roles, please contact **recruitment@churchofscotland.org.uk**