

# Children's & Families worker



Updated: **2nd May 2024**

Employer: **St Martin in the Fields Church, Finham, Coventry**

Line-Manager: **Vicar**

Status: **Employed, part-time**

Hours during term: **25 hours p/w for 43 weeks of the year (Term time only, but inc accrual of time to allocate to holiday time events eg Holiday Club)**

**Flexible hours but to contain, Mon am, Wed am, Thurs pm, Sun am**

Financial Arrangements: **pro rata £13,437 (£21,500 full-time)**

Holidays: **School Holidays (22.5 days holiday entitlement included in 43 weeks pay)**

apart from one week accrued over a year and used for holiday time activities

Church to cover all work related expenses.

Length of contract: **2 years**

## **VISION FOR OUR PARISH COMMUNITY**

- To be a loving community where we work together as a united Church family so that all are made to feel accepted, safe, wanted and cared for.
- Where all ages are integrated as a church family in worship.
- A place where young families are welcomed, nurtured and encouraged.

## **VISION FOR FAMILY LIFE:**

- To be a loving community where everyone feels safe and accepted; where we work together as a united Church family and all needs are ministered to.
- Community where no one is neglected and all are made to feel special, wanted and cared for.
- Where all ages are integrated as a church family in worship.

The Children and Families Worker will lead and develop St Martin's ministries alongside the vicar in three key areas:

### **Co-ordinating the current work with children and young families.**

Ensuring it is 'joined up', so that groups and activities are working in harmony with one another sharing a common vision and mission.

### **Extending our work with young children and their families,**

- Working in our two local primary schools building relationships
- supporting and encouraging our existing volunteer network, whilst enabling further development.

### **Reaching out to families:**

- Welcoming new families
- Following up those who visit us and offering support where needed
- Identifying pastoral needs and working with others to address them.

## **Specific Responsibilities**

- Develop St Martin's current work with 0-11's and their families.
- Act as a point of contact and 'friend to the family' of those with young children at St Martin's, identifying those who are new to the church, helping them to integrate and signposting pastoral needs where appropriate.
- Liaise with other groups in the church as may be required, particularly the Youth Worker and Pastoral Care team.
- Co-ordinate our weekly Stay & Play connecting with new and existing families.

## **Looking at ways to build relationships with families who use the coffee shop.**

- To join those involved in developing the 11.00 am service to be 'young family friendly', including creche facilities.
- Supporting and helping to facilitate the volunteers who run our Sunday groups
- Supporting and helping to facilitate the volunteers who run other children and families initiatives for St Martin's.
- Create and help implement strategies for engaging with both primary schools in the parish and maintain/build good relationships with teaching staff. To deliver regular assemblies, lessons (in conjunction with the school curriculum) and coordinate with other church workers and volunteers to support and enable this work.

## **Co-ordinate and facilitate special events across the year, in and out of term time, including Movie Mornings and family fun events**

- Work alongside and engage with the volunteers in leading an annual Holiday Club
- Develop, train and equip teams of volunteers for our ministry with families.
- Co-ordinate the under 11's Sunday morning group
- Ensure that Diocesan Safeguarding and Recruitment procedures are complied with and that children's workers/volunteers are trained in good practice with regard to keeping children safe.

## **Personal Attributes**

- A personal faith in Jesus Christ.
- A love for children and families.
- An understanding of, and empathy with, the challenges of family life and a willingness to support parents and carers in their parenting.
- A team player – someone who is able to enthuse and inspire volunteers in their ministries at St Martin's
- An eagerness to learn and develop, to try new things and work with flexibility and enthusiasm.
- Ability to respect matters of confidentiality and sensitivity.
- Vision, initiative, and self-motivation.

## **Qualifications**

A relevant qualification in teaching or children's ministry is desirable.

## **Skills**

- Excellent pastoral skills with adults and children.
- Ability to communicate and engage with groups of adults and children.
- Confident IT skills with knowledge of varied social media channels.
- Excellent literacy and numeracy.
- Strong ability to come alongside and develop others.
- Strong organisational and time management skills.
- Knowledge of and commitment to good practice in Safeguarding.

## **Experience**

- Involvement in leading children's activities
- Evidence of presenting to a range of groups and audiences
- There is a genuine occupational requirement that the post holder is a Christian.  
The post is subject to an Enhanced DBS disclosure.