

JOB DESCRIPTION

Job Title: Children and Families Worker

Location: *Alderholt*

Responsible to: The Lay Employee will be employed by the St James PCC and will be under the supervision of Rev Simon Woodley

Purpose and Objectives:

To integrate children and families fully within the life of the Church

To work with the under 11's and families who are currently connected with the Church to help them grow in Christian faith, and assist children in absorbing the teachings of Christ into their daily lives.

To engage other children and families from Schools, Recreate, Messy Church, Baptisms, and Seasonal services into the life of the Church

Main Responsibilities:

To develop, initiate, and oversee work with children and families in conjunction with the consultation group

To produce a regular report for the PCC and attend PCC meetings as required

To regularly appraise and review activities undertaken, and adapt accordingly

To develop the ministry within the budget allocated.

To recruit and co-ordinate teams of volunteers to help with this work

To work with other local church colleagues where appropriate

To ensure compliance with the Church's Policy on Safeguarding and creating a safe space for all, in partnership with the Vicar and Parish Safeguarding Officer

To undertake any other related duties, identified by the Vicar as are within your capabilities and level of responsibility, in order to meet the needs of the church

Terms of appointment:	Permanent
Remuneration:	The salary will be £13,000 per annum
Hours of work	Normal working pattern: 20 hours per week flexible
Expenses	Agreed expenses will be reimbursed.

Holiday entitlement	Statutory annual leave entitlement per year - pro-rata as this is a part-time post.
Criminal record clearance	Appointment will be subject to a satisfactory enhanced DBS check.
References	Appointment will be subject to satisfactory references
Probationary period	Appointment will be subject to the satisfactory completion of up to six month probationary period.

Date last modified - 3r d Sept 2020