



ST. EDWARD'S

St Edward the Confessor CofE Church, Burgess Hill

Children's, Families and Schools Worker Role Description

We are seeking a committed Christian Children's, Families and Schools Worker (CFSW) for St Edward's CofE Church. This is an exciting time to join the team, a year into our new vision in which the CFSW is a key role to see the implementation of it. The role will include: Leading activities and events on Sundays and during the week for children; family and community initiatives; schools work; and family support.

Starting date: September 2023

Hours: PT post 2.5 days a week (one of these must be Sunday, other times may be flexible, includes some Saturdays)

Holiday: 5 weeks pro rata plus bank holidays

Salary: £12,700 (JNC scale 13) Plus pension contribution.

Place of work: St Edward's CofE Church Burgess Hill, venues in the parish and some working from home. At times the work may require travel to another part of the diocese or nationally, for example for an event, meeting, or training.

Employer: PCC of St Edward's. Line manager - Priest in Charge at St Edward's

Purpose of role and Key Responsibilities

- To enable under 11s and their families/carers in our parish to have opportunities to encounter and know Jesus, to grow in faith and become disciples of Christ.
- To be responsible for the development and leadership of children's work (pre-school and primary age). This includes future planning and vision casting in this area.
- Recruit, coordinate, train and motivate volunteers to work with children's groups
- Lead children's groups and activities, for ages ranging across pre-school to 11. Occasionally run / support youth activities.
- To develop an after school club.
- To oversee and run school holiday activities.
- Initiate and be responsible for social activities for children (including some for parents and carers that encourage friendship evangelism) in church and non-church settings, including trips away to appropriate events/camps.
- Develop an attitude of service in children in the church and in the local community.
- Enable children to explore and develop their calling as leaders.

- Ensure the highest standards of safety and protection of children, young people and other vulnerable people within the community, working with the Church's nominees for Safeguarding.
- Ensure that all health and safety instructions are followed, and that care is taken to ensure safety for self and colleagues, reporting concerns immediately.
- Attend and be involved in staff team meetings, PCC meetings and other church meetings as requested by the Priest in Charge and/ or PCC.
- Work alongside the PiC to run the Garden service.
- To further develop links with both Gattons and Southway schools and take regular assemblies.
- To work alongside other local children's workers where appropriate for the benefit of the town and for your own mutual support.
- Report regularly to the PCC .
- Work collaboratively with the church staff team at St Edward's.
- Develop and implement a Strategy for church growth relating to children. In partnership with the Priest in Charge and with support from the Diocese.
- Raise the general profile of children's work in the Parish in order to excite, engage and inspire further the local community and congregation of the church.

Key relationships

- The CFSW will be employed by the PCC of St Edward's, and accountable to and managed by the the Priest in Charge.
- The Diocesan Youth Officer may provide support as needed and can provide links with training and networking run by the Diocese.
- Meeting local clergy/ ministers and children's workers will be important for understanding the crossover of children between churches, communities and joining up for events and festivals.
- Relationships with the church congregation and parish community is an important part of developing the role.
- We encourage you to, and will help you find, a mentor to support you in your work.

PERSON SPECIFICATION

Essential:

You will:

- Demonstrate a passion for serving, supporting, and developing children as they explore faith and come to know Christ and grow in faith
- Be able to work as a member of a team as well as initiate and take the lead when appropriate

- Be able to build and maintain positive relationships with people of all ages
- Demonstrate pastoral care skills and able to relate children and young people and their parents/carers, these will include non-judgemental listening & questioning skills
- Be able to inspire and encourage commitment from adult volunteers
- Be self-motivated and resilient
- Be able to seek, and be open to, advice and support
- Be able to use creative and innovative techniques to solve problems and develop initiatives
- Be able to work independently, while sharing information and contributing to church strategic goals
- Be highly organised, able to prioritise tasks and meet deadlines
- Be able to work efficiently and accurately under pressure
- Have good Biblical knowledge and ability to teach it effectively
- Be flexible and willing to help, with positivity, when other things need to be done, including things that are additional/ beyond the job description
- Comply with and be a role model of compliance, with St Edward's Parochial Church Council's policies on Safeguarding, Health and Safety and Computer use.
- Undertake such training as considered appropriate to develop your ministry.
- Be able to plan and manage a budget well.

Qualifications and Experience:

- Formal qualification in children's work to professional level (JNC or Level 6) is desirable, or able to demonstrate equivalent experience
- Experience in leading children's work within a church context including open access community children's work
- Experience in leading a team of volunteers
- Experience in building community links e.g. with schools, local authorities, and agencies
- A clean DBS Enhanced Level check
- Competent with ICT

This post carries a Genuine Occupational Requirement under the Equality Act 2010 that the successful candidate is a Christian.

Desirable:

- Experienced in designing and delivering training to mixed groups
- Enthusiastic to explore and deploy all possible communication channels and social media
- Able to identify possible funding sources for specific projects and produce funding bids/applications with guidance
- Full driving licence and access to a car. (Travel expenses are available)