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**Children’s, Families and Schools Worker Role Description / June 2023**

We are seeking a committed Christian Children’s, Families and Schools Worker for St Edward’s CofE Church. This is an exciting time to join the staff team, a year into our new vision.

The role of Children’s, Families and Schools Worker (CFSW) is an important part of implementing our vision. The role will include: leading activities and events on Sundays and during the week for children; family and community initiatives and schools work.

**Starting date:** September 2023

**Hours:** PT - 20 hours/week

**Holiday:** 5 weeks pro rata plus bank holidays

**Salary:** £16000 - £18,000pa (£26,000 FTE) Plus Pension Contribution.

*NB: It may be necessary to work Saturdays & bank holidays; time off in lieu will be available.*

**Place of work:**St Edward’s 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 and/or training.

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

**Purpose of role**

This role will help rebuild the provision of children’s work at St Edward’s after a period of decline. With a new Priest in Charge, a new vision and a new team taking things forward the church is growing.

This role will enable all 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.

Working with the Priest in Charge and volunteer children’s leaders, you will be responsible for the development and leadership of children’s work within and linked to St Edward’s. This includes working with local schools and community groups where appropriate; and making good links with local families.

**Key relationships**

* The CFSW will be employed by the PCC of St Edward’s, and accountable to and managed by the Priest in Charge.
* The Diocesan Youth Officer will also be a link for support, training and networking.
* Getting to know local clergy/ ministers and children’s workers; teachers and schools, will be vital

**Key Responsibilities**

* Lead and develop children’s groups and activities, for ages ranging across pre-school to 11 (including Sunday mornings).
* Initiate a ministry with pre-school children and their families/carers, in a mid-week group.
* Recruit, coordinate, train and motivate volunteers to work with children’s groups.
* Work with and/or develop relationships with key local schools and groups.
* Develop a programme of social activities which could include holiday fun days, holiday club, outings or events to engage children and wider families.
* Ensure the highest standards of safety and protection of children, working with the Parish Safeguarding Officer where necessary.
* Assist in fund raising for children and youth activities.
* Attend and be involved in staff team meetings, PCC meetings and other church meetings as requested by the Priest in Charge and/ or PCC.
* Attendance will be expected at St Edward’s services when not actively doing children’s work.

**PERSON SPECIFICATION**

* This post carries a Genuine Occupational Requirement under the Equality Act 2010 that the successful candidate is a Christian.
* You must have a clean DBS Enhanced Level check.   
  St Edward’s is an ‘Inclusive church’, you must be supportive of this.
* Most importantly we are looking for someone with a passion for children’s work, and who feels a sense of God’s call to St Edward’s.

The following are desirable:

* Experience in leading children’s work within a church context
* A formal qualification in children’s work
* Experience in leading a team of volunteers
* Experience in building community links e.g. with schools, local authorities, and agencies
* Be able to work independently, whilst also able to work with the wider team
* Be able to build and maintain positive relationships with people of all ages
* Demonstrate pastoral care skills and the ability to relate children and their parents/carers
* 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 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
* 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.
* Full driving license and access to a car.
* Living within the parish