

## **JOB DESCRIPTION**

<b>Job Title:</b>	Schools and Families Outreach Worker (Primary)
<b>Location:</b>	Flexible working from home or at a designated circuit location.
<b>Responsible to:</b>	The Lay Employee will be employed by the Bude and Holsworthy Circuit and will be under the supervision of The Superintendent minister and the Management team.

### **Purpose and Objectives:**

- be responsible for the development of work alongside children, families and staff at Bridgerule, Bradworthy, Kilkhampton Morwenstow and Whitstone Primary Schools,
- forge links between the school community and local churches,
- be prepared to work ecumenically,
- recognise and develop new mission opportunities,
- enable children and the family to be fully participating members of the Church/Community,
- enable children and their family to be welcomed in the local church,
- develop professional working relationships with the schools' Head Teacher and staff,
- embrace principles and practices of participation in all strategic development of work with children in the context of the local school,
- build relationships with school families offering a pastoral ministry to the school community.

### **Main Responsibilities:**

- To develop work with children in the schools in collaboration with the head teachers, staff and parents/ guardians.
- To help children to explore the Christian faith in a creative and dynamic way and to enable:
  - a. Spiritual understanding and growth
  - b. intergenerational engagement
  - c. participation
- To consult with children, their family/guardian and in partnership identify their needs and provide a range of social and spiritual education and some intergenerational activities which aim to meet these needs.
- To network with local voluntary and statutory children and youth providers to build working partnerships which respond to children and young people's needs
- To recruit, motivate and train volunteers following Safer Recruitment practice

- To establish involvement in local schools and to develop an on-going strategy for the development of a school's programme and work with families/guardians.
- To manage and administer an agreed budget to enable the ministry with children and young people to develop.
- To appraise and review initiatives set up and activities undertaken and change where necessary the action and focus of work after consultation with, and agreement, from the management group.
- To undertake any other related duties, identified by the line manager /minister as are within your capabilities and level of responsibility, in order to meet the needs of the work with children and young people.
- In school holiday time, when not on personal leave, to act under the direction of the circuit Superintendent minister and the Management team.

## Terms and Conditions

- Terms of appointment: *September 9<sup>th</sup> 2024 for 3 years.*
- The salary will be £25,000. pa on starting and rising to £27,750 pa.
- Normal working pattern: *37.5 hours per week.*
- All reasonable expenses will be reimbursed, and a small allowance given for on-going training.
- There is a contributory pension scheme to which eligible lay employees will be auto enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to **three** month probationary period.
- *28 days* annual leave entitlement per year (pro-rata for part-time Workers).
- At least one day free of responsibilities each week.
- Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure.

## PERSON SPECIFICATION

### Post: Schools and Families Outreach Worker (Primary)

Attributes	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	Nationally recognised qualification in Children's, Youth or Community work or equivalent experience evidenced for the role.		Q
		Professional qualification at degree level or membership of a professional body.	Q
		A recognised Biblical, theological or practical mission qualification	Q
<b>Proven Ability</b>	Significant proven ability in children's, youth or community work in a paid or voluntary capacity		A, I
	Proven ability of undertaking and enabling consultation and participation of children and young people.		A/I
	Proven ability of organising and leading children and youth events		A/I
	Proven ability of networking and establishing working relationships/partnerships		A/I
	Proven ability of working with children and young people from a diverse range of backgrounds and needs.		A/I
<b>Knowledge &amp; Skills</b>	Knowledge of good practice in children and youth ministry		A/I
	Knowledge of Safeguarding and child protection procedures		A/I
	An awareness of the needs and issues affecting young people today, of children and youth culture and children and youth issues.		A/I
	Knowledge and understanding of inclusive work with children and young people; including special needs.		A/I

<b>Special Qualities or Aptitudes</b>	A committed Christian who is active in their own church		A, I
	Ability to work on your own and as part of a team		
	Ability to organise yourself in order to manage your workload efficiently		A, I
	Ability to establish positive and productive relationships with children, young people and adults		A, I
	Ability to recognise and develop the gifts of others and foster an environment of participation in particular of children and young people		
	The ability to plan and deliver activities that are underpinned by principles of participation and spiritual exploration leading to faith formation.		
	Ability to recruit, train and supervise a team of volunteers/ sessional children and youth workers		
	Computer skills to use a variety of packages to input and retrieve information/ Literate in IT including use of social media and word processing.		
	Good communication skills including the ability to communicate effectively and appropriately with a range of different audiences (children, young people, family members, professionals, church members and members of the community)		
<b>Any Other Requirements</b>	Active member of a Christian church. * Given the nature and context of the work it is an occupational requirement that the post holder should be a full member of a church within Churches Together in Britain and Ireland in order to fulfil the main purpose of the post. This post is therefore exempt under Schedule 9 of the Equality Act 2010.	Able to lead Worship	
	Satisfactory Enhanced DBS disclosure. A Full driving licence and own transport.		

We may also consider adding essential/desirable items as follows:

- Personal experience of a living faith in Christ and the desire to share the gospel with others.
- Experience in leading children and young people to Christ and nurturing them in their faith.
- First-hand experience of leading or coordinating activities for children or youth that are appropriate for the context of church and schools.
- Experience of working within a team. Experience of leading a team.
- A clear understanding of children/youth and principles of children/youth work.
- Specific gift(s) or interest(s) that could be a focus for attracting children/families/youth.
- Skills in raising up and nurturing teams of volunteers and training them to be effective in children and youth work. Working knowledge and commitment to safeguarding and promoting the safety and welfare of children/youth.
- Excellent skills in direct work with children/young people.
- A solid grasp of the Christian faith, knowledge of the Bible and an understanding of how to live as a disciple of Christ.
- Able to speak with sincerity and enthusiasm about matters of Christian faith in an informed, effective and non-judgmental way.
- Able to relate effectively with a wide spectrum of people, both adults, young people and children.
- Able to communicate effectively in person and in writing. Able to motivate self and others and to manage use of time.
- Able to work as part of a team and to follow the leadership of others. Able to lead others and to help them discover and use their gifts.
- Able to initiate and develop projects.
- Able to present a strong Christian role model in daily life.
- Able to work in a range of social and cultural contexts.
- Commitment to be part of the life of the Church, in addition to employed role.
- Have access to appropriate transport for travel within the area/full clean driving license.
- Willingness to receive spiritual support from a mentor or mature Christian.
- Commitment to engage in professional and spiritual development.
- Physically and emotionally able to carry out the demands of the work.
- Willingness to work within the authority structures of the Church.

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)

**Last Date Modified:**17<sup>th</sup> February 2024.