

PART- TIME CHILDREN AND FAMILIES WORKER

We are looking for a committed Christian to join the supportive staff team at St Mary's Chipping Norton on a part time (20 hours) basis. Working both within and beyond the immediate church family, you will be helping to nurture the faith of our youngest members and connecting with families in our community, particularly through our church school, to bridge the gap between church and community.

VISION

Our vision is to serve our community by giving every child the chance to learn to love God and to grow together in faith. The church is seeking to be faithful in taking the opportunities that God has given us to work with the most vulnerable families, sharing the hope and love of Jesus.

SETTING AND OPPORTUNITY

Chipping Norton is very much a 'working' market town of the North Cotswolds - known locally as 'Chippy'. Quite the opposite to the media portrayal of the 'Chipping Norton Set', the true town has a very mixed population with a significant proportion living in material deprivation. There are two primary schools, one of which is linked to our church and with whom we enjoy an excellent relationship. Despite the challenges of its catchment, OFSTED has judged St Mary's School to be a 'good' school with 'outstanding' early years education.

As a church, we are on the edge of an exciting new phase of our ministry. Responding to the need to be more visible and present in the centre of our town, and to the challenges presented by the County Council's recent reduction in universal provision for families with young children, we are in the process of buying and redeveloping the former NatWest Bank building on the High Street to serve as a 'Community Hub' for our outward-facing ministries.

The church building itself is a short walk down the hill from the centre of town. This is where the Parish Rooms are also situated which are currently used during the week for St Mary's Minis (our baby and toddler group) and on a Sunday for our children's groups, Sparklers, Ignite and Oneway. The number of young families with babies and children at St Mary's has been growing as we've really focused our energy and prayer on reaching out to, and providing for, the youngest members of our congregation.



RESPONSIBILITIES:

The role has two main areas of work.

1. Community outreach (Wednesday and Friday mornings)

- Overseeing and developing St Mary's Mini's (Wednesday mornings)
- Leading and growing our open-access soft-play session with breakfast, based at St Mary's School (Friday mornings).
- Creatively engaging with families during school holidays (e.g. through holiday club or similar)

2. Children's church ministry (including Sunday mornings)

- Coordinate volunteers for our creche (Sparklers), 3-5's (Ignite), and 6-11's (OneWay) on a Sunday morning
- Recruit, encourage & train volunteers
- Coordinate teaching plans for each term
- Extend a welcome to new families
- Look for opportunities to connect the community and church ministries
- Attend weekly staff meetings (Tuesday mornings) and staff training

Administration & Management

- Ensuring that all legal requirements are met - adhering to and supporting all St Mary's policies – including Health and Safety, Safeguarding, data protection, Equality and Diversity.
- Ensuring appropriate risk management arrangements are in place.
- Assessing the overall provision for children at St Mary's and, in conjunction with the staff team, making proposals and taking responsibility for its further development.
- Overseeing and maintaining smooth administration processes that support the children's ministry and outreach, including communication and record keeping.
- Managing the budget accurately and efficiently - actively seeking external fundraising opportunities for community-based work.
- Providing, or arranging, ongoing training for children's teams through termly meetings, in conjunction with leaders of children's groups.

Supporting the wider work of St Mary's

- Working closely with the Youth Worker and with the wider ministries of the church to ensure effective co-ordination of work with children, youth and families.
- Working with clergy and other staff to ensure the smooth running of St Mary's and the development of new initiatives as appropriate.
- Involvement in the future organising and running of a holiday club (or similar).

PERSON SPECIFICATION:

Criteria	Essential	Desirable
Experience	<p>Direct experience of working with children.</p> <p>Working with parents and the whole family.</p> <p>Commitment to equal opportunities that responds to each individual child including children with differing needs.</p>	<p>Working with children in a church environment.</p> <p>Knowledge of Safeguarding Guidelines and Procedures.</p> <p>Supervisory experience.</p> <p>Delivering training to volunteers.</p> <p>Child protection and making referrals.</p> <p>Delivering parenting courses.</p>
Skills	<p>Ability to form appropriate relationships and to communicate with adults and children.</p> <p>Recognising and responding to children's needs, interests and development.</p> <p>Ability to both lead and be part of a team, taking responsibility for the supervision & training of volunteers.</p> <p>Ability to communicate effectively, both written and spoken.</p> <p>Ability to use social media and computer literate.</p>	<p>Delivering Bible teaching</p> <p>Devising training plans for volunteers.</p>
Qualifications	GCSE English and Maths	<p>Vocational qualifications</p> <p>Clean full driving license</p>
Personality	<p>Motivated and fun</p> <p>Christian faith, expressed as a member of St Mary's Church.</p> <p>Committed to teaching and encouraging children to grow in their faith</p> <p>Embraces change</p> <p>Compassionate and warm-hearted towards the most vulnerable</p>	Creative and proactive

OVERVIEW:

Start date:	As soon as possible following interview in September 2019
Contract:	This is initially a one-year appointment, the first three months of which form a probationary period. [We expect that a similar role will continue beyond one year, but the future shape of the staff team will need to be discerned during the course of 2020 as we factor in other staff changes]
Hours:	20 Hours per week, 46 weeks of the year (during term time and around key church festivals/ events).
Employer:	The Chipping Norton Area Christian Trust (working in collaboration with St Mary's church, Chipping Norton).
Salary:	£20,000 - £22,000 pa FTE / Gross (or approx £10.25 - £11.25 per hour / Gross) depending on experience
Benefits:	4% Stakeholder pension contribution. Includes five weeks paid annual leave (to be taken in school holidays.)

ADDITIONAL INFORMATION:

- o You will be working closely with the Youth Worker, the 'Schools and Community' Worker and your line manager.
- o As part of the church leadership, there is an expectation that you will participate in church events in a more general capacity.
- o As part of the broader team at St Mary's Primary School you will be expected to abide by policies and regulations in force at that time.
- o You will attend weekly staff team meetings and will meet at least once every half-term with the line manager.
- o This job description is not intended to be a complete list of duties but does indicate the main ones attached to the post.
- o The appointment will be subject to obtaining Enhanced DBS clearance.
- o The post-holder is required to adhere to all relevant statutory regulations regarding health and safety, fire procedures, confidentiality, COSHH.
- o There is a Genuine Occupational Requirement (GOR) that the post holder is a practising Christian.
- o You will receive appropriate training to assist with your ongoing personal development for this role.

APPLICATIONS:

To apply please download an application form from our website (www.stmaryscnorton.com) and return by hand, post or email to:

martha.simpson@stmaryscnorton.com

or

St Mary's Church Office
The Parish Rooms
Church Street
Chipping Norton
Oxon
OX7 5NT

Closing date for applications - Monday 9th September 2019, 12 noon.

Interview date - w/c 16th September 2019 (tbc)

Start date - to be mutually agreed

For an informal conversation, please email or call - martha.simpson@stmaryscnorton.com (01608 645668 or 646202)