



## **JOB DESCRIPTION**

POST TITLE: Keynsham Parish Children & Families Worker (part-time: 15 hours a week)  
ACCOUNTABLE TO: The Team Rector  
ACCOUNTABLE FOR: Children's work volunteers

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### 1. Purpose of the job

- To be responsible for overseeing and leading the Parish's outreach amongst children aged 0 to 13 along with their families (approx. 10 hours)
- To coordinate the Sunday provision of Children's work within the parish (approx. 5 hours)

### 2. Main responsibilities

Since the post is only for 15 hours a week, it is recognised that not all of the tasks listed below will be possible. The bullet points under each heading within a box are the essential ones.

#### 2.1 **To pioneer new outreach and missional activities connecting children and their families with the life of the church**

- Developing new all age and family centred initiatives connecting children and their families with the life of the church and the Christian faith.
- Developing new activities and initiatives aimed at serving the spiritual needs of children in the local community. (E.g. after school clubs, school prayer weeks)
- Exploring possibilities for outreach in the new housing developments.
- Working with families to develop suitable support and training, such as Parenting Courses
- Working broadly in the local community to represent the Churches of the Parish in children and families work.

#### 2.2 **To coordinate the Sunday provision of Children's work within the Parish**

- Setting up a children's group at St Francis Church
- Providing strategic leadership for the children's work at St John's Church.
- Developing activities for children and their families in order to nurture their spirituality and faith development.
- Being responsible for the training needs of volunteers working with children.
- Developing the participation and profile of children in the worshipping life of St John's and St Francis Churches

#### 2.3 **To Liaise with**

- To report regularly to the St John's District Church Council (DCC) and Keynsham Parochial Church Council (PCC) on issues related to children and families
- To liaise with the clergy staff team and parish youth worker as required.
- To liaise with St John's and St Francis 'Mother and Toddler' and 'Who let the Dads out?' groups, to build relationships and connect with families and children.
- To liaise with other Keynsham churches Children and Families Workers.
- To liaise with the Churches Together Keynsham and Saltford Schools Team.
- To liaise with Schools, Children's Centres and other statutory providers.
- To liaise with the Diocesan Children, Families and Early Years Adviser.
- To be up to date with Diocesan and National Church resources.

3. Ethos

It is a genuine occupational requirement that the post holder is a committed Christian. The post holder will have a Children & Families Work qualification or equivalent qualification or previous experience of Christian Children & Families Work.

4. Health and Safety

The post holder will be responsible for his/her Health and Safety and that of volunteers at any event at which he/she is acting as a Children & Families Worker. They will ensure that all work complies with the safeguarding policy of the parish.

5. Safeguarding

The post holder, as a condition of their employment must complete the necessary Diocese of Bath and Wells Safeguarding procedures including an enhanced DBS check

6. Supervision

The post holder will be line-managed by the Team Rector. There will be an Annual Review by the Team Rector with the addition of one or two other members of the PCC as appropriate.

7. Hours of work and holidays

The hours of work (15 per week) are to be worked over a minimum of 3 days. Should funding allow, and the work grow, it is anticipated the post's paid hours per week might expand.

The post holder is entitled to paid annual leave of 6 weeks (90 hours) plus bank holidays.

Agreed working expenses will be reimbursed. In addition there are grants of £50 for books and £100 for conferences each year.

8. Pay

The salary will be pro rata of £18,000 - £22,000 per annum (depending on qualifications and experience). For example if the post holder is employed at £20,000, this will mean a salary of  $15/40 \times £20,000 = £7,500$  a year.

The post holder will benefit from 3% employer pension contributions.

9. Additional Information

The duties and responsibilities listed above describe the post as it is at present but the duties are subject to change and the post holder is expected to accept any reasonable alterations that may be necessary from time to time.

*Date of Issue January 2017*