**Assistant Children and Families Ministry Leader (fixed term until 30th September 2023)**

**Overview:**

Post-pandemic we have seen significant growth in our churches, particularly with children and families and we are regularly now having over 60 under 16s attend on a Sunday across all of our services. In addition, we are in a time of transition where we are exploring the possibility of new areas of ministry (e.g. at the Octagon and in the Pickersleigh parish) in the future and wanting to develop areas where we are seeing significant fruit (e.g. Early Birds service). We are therefore recruiting for a part-time (12 hours per week) Assistant Children and Families Ministry Leader to work along Helen our current Children and Families Ministry Leader to create extra capacity. Outlined below is a job description of the role, but the exact details and responsibilities will be worked out in post with Helen, according to the strengths and giftings of the successful applicant.

If you have any queries about the role then please do contact Dave, the Rector ([rector@standrewsandallsaints.uk](mailto:rector@standrewsandallsaints.uk)) who would be delighted to talk further with you.

**Closing date for applications: Friday 10th February 2023**

**Interviews date TBC.**

**JOB DESCRIPTION**

**Job Title:** Assistant Children and Families Ministry Leader of St Andrew’s Poolbrook & All Saints Malvern Wells & Wyche

**Job Location: St Andrew’s Church Poolbrook, and All Saints Church, Malvern Wells and Wyche.**

**Hours** 12 hours per week including some evening and weekend work.

There may be busy times in the year when the role may require more than 12 hours in the week (e.g. when special events are being put on in festivals, holiday club etc.) and we would expect the post holder to then take time off another week in lieu of this. The post could largely be term-time only if required.

**Employment Basis:** Fixed Term / Part Time position until 30th September 2023.

**Pay:**  £13.25 per hour (equivalent to £8,268 pa).

**Accountable to:** The Children and Families Ministry Leader and the Rector and PCCs of St Andrew’s & All Saints Malvern Wells & Wyche

**Starting date:** As soon as possible.

**Role Purpose:**

To assist the current Children and Families Ministry Leader in work across our churches and in our communities with children and families:

* To **nurture faith** in children and parents we are already in contact with.
* To **create more capacity** to develop and explore our work further, particularly in schools and resourcing other churches across Malvern and the deanery.
* To **equip, encourage and grow teams** across our churches to support this vital work.

**Key Tasks:**

1. **Nurturing faith in children and parents**

* Supporting with the oversight of the children’s programmes on a Sunday morning at St Andrew’s - growing, equipping and supporting our excellent team of leaders.
* Pastoral work with children and their parents including running parenting courses.
* Leading All Age Services & other children/family services (including being involved Early Birds and Messy Church).
* Baptism preparation with families
* Supporting ways of ‘growing faith in families’ (e.g. developing resources like ‘family prayer packs’)
* Supporting ‘blended church’ and developing new ways for us to be truly inter-generational in our worship and ministries.
* Exploring the setting up of a midweek life group for 7-10 year olds.

1. **Supporting outreach with children, schools and families**

* Supporting the existing outreach work where required (toddlers, Messy church, Thursday project) and developing ‘next steps’ towards faith.
* Setting up a group with parents to explore faith/basic Christianity.
* Supporting and developing new work with our local primary schools (e.g. Assemblies, ‘Easter Experience’, prayer spaces).
* Exploring ways in which we might be a ‘resourcing hub’ for other churches (e.g. children and parenting conference, organising training for children’s ministry leaders across the deanery).

1. **Equipping, encouraging and growing teams**

* Empowering, training, encouraging and equipping our children’s leaders

Undertake any such other tasks as may be necessary in support of the mission and ministry of St Andrew’s and All Saints.

**Terms of Appointment:**

* This is a fixed term position until the 30th September 2023.
* Offers of employment are conditional on the receipt of satisfactory references.
* An enhanced DBS check will be carried out prior to appointment.
* Working expenses will be reimbursed according to PCC policy.
* Employees have the option of contributing to a pension plan if they so wish (and PCC may also contribute in accordance with national guidelines).
* There will be a probationary period of three months.
* The job description terms and conditions and role will be reviewed annually.

**Application Process:**

Application forms can be obtained from our Operations Manager ([liz.saunders@standrewsandallsaints.uk](mailto:liz.saunders@standrewsandallsaints.uk)). CVs will not be accepted in lieu of a fully completed application form.

Application forms should be completed and returned by midnight on Friday 10th February 2023 to the Operations Manager ([liz.saunders@standrewsandallsaints.uk](mailto:liz.saunders@standrewsandallsaints.uk)).

**Person Specification:**

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|  | **Essential** | **Desirable** |
| **Education** | Good standard of education in line with the requirements of the post |  |
| **Experience, understanding & skills** | A proven track record of work with children and their families.  Some experience of ‘discipleship’ work with children within the church either in a formal or volunteer role.  Experience of up front speaking and group work with children.  A thorough understanding of Safeguarding policies and the ability to work within and adhere to them.  Competent IT skills (MS Office). | Significant experience of church based children/families work either paid or voluntary.  Experience of discipleship/outreach work with families.    Full clean driving licence |
| **Leadership** | Ability to discern, grow and implement vision, and to inspire others towards this vision. | Proven experience of leading others and building teams.  Experience of organising events and managing projects. |
| **Key Qualities, Faith and Character** | A faith which is deep, genuine and infectious and draws others to Jesus.  A character which, by God’s grace and in God’s strength, models Jesus to others, recognising that we are all a ‘work in progress.’  Good interpersonal skills and ability to be at ease with both children and adults.  A natural love and passion for children and their families.  A strong team player who is able to work with, support and encourage others  Ability to work under their own initiative, to prioritise and to be ‘self-starting’ and to be able to motivate themselves and others.  Strong communication skills, both orally and written.  A positive and ‘can do’ attitude.  A commitment to the local church. |  |

*Note: There is a genuine occupational requirement that the job-holder is a Christian, comfortable working within an Evangelical Anglican Context. Appointment is subject to satisfactory references and a satisfactory DBS disclosure at an enhanced plus level.*

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