

# Children and Families Worker: Job Description



St Clement's  
Church  
OXFORD

**Reporting to:** Rachel Gibson, Rector of St Clement's Church

**Employment:** 20 hours per week; 3 Year Fixed Term (*length of Fixed Term may be varied by mutual agreement and/or potentially extended after end of initial term*)

**Applications closing date:** *please contact St Clement's Parish Office for this information*

**Interview date:** *please contact St Clement's Parish Office for this information*

*The post is subject to Oxford Diocese Safer Recruiting procedure, including satisfactory outcome of the appropriate enhanced DBS criminal records check; and to evidence of entitlement to work in the UK.*

*There is a genuine occupational requirement that the post-holder is a practising Christian in accordance with the Equality Act 2010.*

## Job Context

St Clement's Church and parish are situated just to the east of Oxford city centre. Our church family, while drawn from all around the Oxford area, shares with East Oxford a wonderful diversity in backgrounds, ages and ethnicity.

St Clement's is an Anglican church in the Evangelical tradition. The church family enjoys a mix of evangelical, charismatic, and contemplative expressions of worship. Our electoral roll is 112. Around 70-80 attend our Sunday services.

Our Sunday morning Junior Church is small and enthusiastic. Between 1 and 8 children attend each week (average attendance 5), generally in the 5-8s age group. Since September 2017 a separate Crèche has catered for under-5's with an average of 2-3 children attending. 2 or 3 more under-3s stay with their parents in the main church (there is a soft seating area for parents with babies). Currently, we have very few children aged 9-11 in our church family, a gap we would very much like to address. Meanwhile, around 15 young people are currently involved in our youth work for 11-18 year olds.

Café Church is a monthly Saturday afternoon event, which incorporates elements of 'Messy Church'. Begun in February 2015 and still developing and growing, Café Church typically attracts around 50 people of all ages, including several families with young children from our local community. An average of 15-17 children attend per session, about half of whom don't normally attend on Sundays. We see a steady trickle of first-timers at each session.

St Clement's Pre-School runs Monday to Friday in St Clement's Centre on Cross Street. This currently has around 20 children, most of whose families do not belong to St Clement's Church. Also in the Centre, the church runs a thriving Thursday morning Toddler group, attracting around 30 toddlers and 25 carers from the local area each week. We have also recently introduced a weekly Friday lunchtime group for parents with babies, offering fellowship, prayer and bible study.

As a church, our vision is to grow God's people of all ages, together:

- in faith, and in confidence in listening for God, praying with and for one another, developing our gifts, and putting all that we are given into practice; and
- in mission, as we seek to connect and share our faith in Jesus Christ with our local community and in our daily life.

**The Children and Families Worker**, working with the Rector, Curate, Youth Worker, and others, would play a crucial strategic role in helping to deliver this vision – shaping our outreach to children and families locally, as well as our provision for church children and their families, to enable them to enjoy their integral and vital part within our church family.

## Role and Key Responsibilities

### 1) Shaping and running St Clement's children and families work, encouraging children and their families in the church and local community to become rooted, and grow, in faith in Jesus Christ.

This will involve:

- **Growing our children and families in faith** through strategic oversight and practical implementation, including:
  - developing, planning, delivering, and growing St Clement's activities and programme for children and families;
  - leading by example, connecting our children with Jesus Christ, rooting them in faith and God's Word, and encouraging them to fulfil the potential with which God made them;
  - developing ways to support parents and carers in their spiritual lives, and building their confidence as they nurture their children in faith.
- **Growing our missional, outward focus** by developing and implementing a strategic approach, including:
  - building relationships and connections with our local community both through existing routes (e.g. running and further developing Café Church, establishing stronger links and greater presence at Toddlers and Pre-School), and through shaping and implementing new initiatives;
  - enabling relationships and connections within the church family which deepen faith and community.
- **Ensuring compliance** with St Clement's (& CofE) Safeguarding, Health & Safety, Data Protection and other Policies.
- **Managing children's work budget and other resources** in close liaison with the Rector, Treasurer and others.

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## 2) Delivering the outcomes above, through creating, leading, and being part of teams:

- **with our children and their families, and children's work volunteers, by:**
  - building, training, supporting, empowering and overseeing volunteer teams to run children and families' activities.
- **with Rector, Curate, Youth Worker, Pre-School Staff and others, joining up our work by:**
  - contributing to the leadership team and structures of St Clement's;
  - with Curate, leading a team of volunteers to shape and deliver monthly Saturday afternoon Café Church;
  - contributing to Sunday worship (including All Age worship) and other church family gatherings, and enabling our children and families to do the same;
  - exploring ways to ensure coherent and sustainable growth across work with children, youth and their families;
  - joining together in regular prayer and fellowship (with regular patterns for prayer and team gatherings).

## 3) Maintaining a healthy, personal devotional life:

- Enjoying consistently building in time and spiritual disciplines that enable you to go deeper in your own faith and relationship with God;
- Developing a network of support and accountability to enable you to receive both encouragement and challenge as you grow in your role, and in your Christian walk.

## Skills and Qualities

We are looking for someone who:

- is a committed, practising Christian, able to inspire and develop Christian faith in others; and has a strong devotional life, rooted in God's Word and open to listening for and discerning what God is saying.
- has a missional heart for children and families from all backgrounds, both within our church family and beyond, with a passion to see them come to, and grow in, faith.
- has good interpersonal and communication skills in both small & large group contexts, & with children & adults: able to
  - inspire, pastor, listen to, and engage and pray with children;
  - teach clearly by word and example, and speak and lead in gathered worship;
  - connect and communicate well with parents, and a range of other contacts – including with schools, contacts in the local community and other churches, St Clement's church family, PCC, staff and volunteers etc;
  - act as an advocate for children and families, to ensure our church family benefits from their faith, spiritual insights, and participation in church life; and shapes activities in ways that balance their needs alongside others'.
- is able to plan and work strategically, with strong underpinning organisational and administrative skills. As part of that is able to spot synergies and make connections which join up and grow different areas of activity; to think and plan clearly; to make well thought-through decisions; and to manage time and available resources efficiently.
- is a team creator, leader, and worker - able to build, inspire, train, encourage and sustain teams of volunteers; to delegate and oversee effectively; and also to enjoy working closely and collaboratively as a team member.
- is a self-starter with energy, passion and motivation, who is innovative and creative – who enjoys shaping and developing vision in order to drive our children and families' work forward.
- is able to use IT and make smart and appropriate use of technology.

## Experience Required

- Experience of working with children (primary age and younger) of different, backgrounds and abilities – with track record in leading children's work in Christian context, working with families of faith and of none (a formal qualification related to these areas is very welcome, but not essential).
- Experience of leading volunteers, and of leading and working in teams.
- Full clean driving licence is desirable, but not essential.

## Working Specification

- 20 hours per week. We are keen to offer flexibility where possible. We anticipate around 50% regular hours to cover core activities and responsibilities. This would include, for example, Thursday Toddlers, weekly Sunday Services, and monthly Saturday Café Church. There may also be occasional meetings on weekday evenings. We anticipate remaining hours could be spread flexibly. We would expect whatever pattern is agreed to allow at least two days off each week.
- Space for activities includes dedicated Children's Room in Church, and rooms bookable in St Clement's Centre (including Pre-School facilities, outside Pre-School hours). Desk work would be from home, though some hot-desking in Parish Office may be possible.
- 5 weeks' annual leave plus allowance for bank holidays (the post will involve working on some bank holidays, including those at and around Christmas and Easter). We hope the successful applicant can start work in early Sept 2018.
- Salary range £11,000-£13,000 annually for 20 hours per week (£22,000-£26,000 full time equivalent) depending on experience and qualifications, with opportunity to join employer pension scheme.