

Thank you for your interest in the role of Children and Families Leader at St Mary's Church.

We are looking for someone to lead our team of volunteers working with families in church and school-based activities to help us grow this important ministry.

The primary focus of the role is to help the wider church family develop the ministry of St Mary's in the 0-11 age group. This will involve both supporting and strengthening existing activities as well as encouraging and leading new initiatives.

You will be joining a team of ordained and lay staff and volunteers who support and collaborate with each other wherever possible as part of the wider team ministry.

We propose that the role should be for 15 hours per week but we are flexible in terms of both experience and working hours. It is more important to us that you have a real heart for working with children and their parents in our church setting to share God's love with them.

The Children and Families Leader role can be a standalone position, focused on guiding and supporting our children and families. However, for the right candidate with the necessary skills and passion, this role could also be combined with the vacant Youth Leader position, creating an opportunity to oversee both the children and youth programmes.

We hope the information attached will help you to decide if this is an opportunity that excites you. Feel free to contact Helen Nash, helen_nash@hotmail.co.uk chair of our Children and Youth committee for an informal conversation before applying.

To apply, please complete the attached application form and confidential declaration and return it by email to Claire Dunn, Associate Administrator admin@stmaryssaffronwalden.org by **Friday 27th June**

We hope that you will prayerfully consider whether this role could be for you and, if so, we look forward to hearing from you.

Jeremy

Rev'd Jeremy Trew
Rector

About our church

St Mary's is the Anglican parish church in the historic market town of Saffron Walden in northwest Essex. Committed to the welcome and safeguarding of all, we are a community of all ages and backgrounds who worship God in a wide range of services. Our mission is to share God's love and to invite everyone to follow Jesus Christ with us. Ours is a beautiful church where the Christian faith has been celebrated for over 800 years, and which has a strong musical tradition and a large, robed choir. We are one of the 12 churches within the Saffron Walden and Villages Team Ministry and you will find much more about us on our website www.stmaryssaffronwalden.org

At St Mary's, we hold the following regular activities for pre-school and primary children

- **Sunday Club** is held weekly from 10.30-11.30am during term time except for the 4th Sunday when we have a informal Family Service in Church.
- **Tinies – Baby and Toddler Group** meets on Tuesday mornings during term time from 9.30am to 11am in church for craft activity, refreshments and toys. At about 10.30 we have a short service which includes songs, instruments and a Bible story. All parents and carers of babies and pre-school aged children are very welcome to this friendly group.

In addition, we hold ad hoc term-time and holiday activities when our resources permit.

We have close links with St Mary's C.E. Primary School which is situated in Castle Street, near to the church. Church members participate in the life of the school through assemblies and helping in class, through the governing body and on the staff, and the children are regularly welcomed into church for their special services. We would love to develop our links with the other primary schools and pre-schools in Saffron Walden.

We have a strong junior choir and a lively singing group for children in Years 1-3 which are run under the auspices of our Director of Music as well as affiliated Rainbow, Brownie and Guide groups.

We have thriving youth activities, normally led by a Youth Leader – currently we are seeking to fill this vacancy.

Objectives of the role

- To introduce children, aged 0-11, to God's love in Jesus Christ and to nurture them in their faith.
- To encourage and deepen the Christian discipleship of children and their families
- To develop the team of volunteer leaders and helpers and to collaborate with the Youth Leader and other members of our churches involved in children and youth work.
- To work with the Ministry Team and the Youth Leader to develop and implement the strategy for the children and youth work in the Parish as part of the wider team.



Main duties and responsibilities

1. To work closely with the clergy, youth leader and other staff in the leadership team to provide a welcoming, valued and safe environment to children and families, encouraging them to grow as disciples of Christ.
2. To lead the Sunday and weekday programme for children and families at St Mary's and to support the recruitment, encouragement, training and development of the volunteer team working in this programme.
3. To invest in our relationships with local schools, building on existing connections, especially with St Mary's Primary School, including leading occasional assemblies and exploring new initiatives.
4. To plan and resource creative programmes that engage and encourage children in their early Christian journey
5. To ensure, in conjunction with the Parish Safeguarding Officer and the Rector, that the Parish safeguarding policy and guidelines are fully implemented across all children's activities. To adhere to the Parish health and safety and other policies, including carrying out risk assessments for all activities.
6. To organise relevant administration, eg. logistics, rotas, reports, communication with families and budget management
7. To carry out such other duties as the Rector may reasonably require.

Support and supervision

1. You will report to the Chair of the Children and Youth Committee.
2. You will attend the weekly team breakfast and briefing from 8.20am-9am on Wednesday mornings whenever possible. This informal meeting helps build relationships in the team, shares good news and ensures that support and advice are readily available.
3. You will be a member of the Children and Youth Committee of the Parochial Church Council, meeting roughly 4 times a year, along with other youth and children's leaders in the Parish – for mutual support, planning and accountability.
4. We encourage you to be an active member of St Mary's Church or to demonstrate an ongoing commitment to worship and prayer in another local church.
5. We encourage you to meet regularly with an agreed support group or supervisor.
6. We will support you in undertaking appropriate training in children's work and safeguarding.
7. You will be encouraged to attend the Mustard Seed Team Retreats for Children and Youth Workers three times a year.
8. We will support your ongoing professional development through access to relevant courses and conferences to enhance your skills and knowledge.

Salary and conditions

The full terms and conditions (including working hours, salary and final job description) and will depend on experience. This, together with the start date, will be discussed and agreed with you during the appointment process.

As a guide, we will expect you to work 15 hours each week which will include Sunday mornings, the Wednesday team breakfast and leading Tinies (currently on Tuesday morning). Other hours can be worked flexibly, either in the Parish Office or at home when not attending activities.

Salary is likely to be in the range £11,000-11,800 (FTE 27-29,000). You will be entitled to six weeks holiday pa. to be taken during school holidays unless there are exceptional circumstances. You will normally be expected to be available to take part in Christmas and Easter services and activities.

You may choose to join our occupational pension scheme.

This post requires an enhanced DBS check and you must have a continuing right to work in the UK. You will be required to undertake Church of England Leadership Safeguarding Training.

This post is subject to an occupational requirement that the postholder be a practising Christian under part 1 of Schedule 9 of the Equality Act 2010.

Person Specification:

Essential skills and experience:

- Practising Christian (a reference will be required from your current church leader)
- Good knowledge of the Bible and the ability to share this with children
- Ability to communicate with children, parents and church workers, including being 'up front'
- Proven ability to engage and enthuse the 0-11 age group and to disciple children with a wide range of backgrounds and church experience
- Able to handle, with competence, a demanding and varied workload. Excellent time-management and prioritisation skills
- Good personal administration and proficient use of IT
- Good understanding of the need for professionalism in personal conduct. Exercising tact, discretion and confidentiality
- Good understanding of safe practice in a children's work environment and sound knowledge of safeguarding requirements

Desirable skills and experience:

- Advanced level of education – eg. A levels or Level 3 qualifications in appropriate subjects
- Experience of teaching Early Years, KS1, or KS2 children in schools
- Experience of working with Pre-schools and/or Primary Schools, including assemblies, with a good understanding of their culture.
- Proven ability to recruit, equip, encourage and lead volunteer teams
- Experience of working collaboratively with other children's workers or a ministry team