



CHILDREN & FAMILIES OUTREACH WORKER

JOB DESCRIPTION

Role: Children & Families Outreach Worker at Holy Trinity Claygate (HTC)
Employed by: The PCC
Reports to: Children and Families Minister
Responsibility: Children & Families Ministry and Mission within the parish of Claygate.

Objectives:

1. To embody our church purpose and values as a proactive member of the Staff Team
2. To oversee the missional midweek groups, reaching out to preschool children and their carers
3. To be an active member of the schools' outreach team and play a significant role in shaping the vision for our outreach and mission in the local primary schools.

Responsibilities

Objective 1: To embody our church purpose and values as proactive member of the Staff Team

- To work collaboratively with other members of the Staff Team to support the overall purpose, values and vision of the church
- To work closely with the Children and Families Minister and other leaders to ensure a unified vision
- To be part of a team that advises on and implements engaging intergenerational worship
- To pursue such training and study as is appropriate to the role and ministry, as agreed in discussion with the leadership of the church

Objective 2: To oversee the missional midweek activities reaching out to preschool children and their carers.

- To provide leadership and oversight to the teams serving in our midweek missional groups reaching preschool children and their carers - currently Mums, Bumps and Babies and Trinity Tots.
- To work closely with Jigsaw and the rest of the ministry team in supporting a strong sense of Christian distinctiveness and integration.
- To build links and connections with Jigsaw parents and parents and carers of preschool children attending midweek groups
- To work closely with the Children and Families Minister and create pathways for those we engage with through our midweek outreach to have multiple connections with Holy Trinity and become fully integrated into our church family.

Objective 3: To be an active member of the schools' outreach team and play a significant role in shaping the vision for our outreach and mission in the local primary schools.

- To work alongside the Associate Minister and the rest of the schools' team in developing a vision for schools' missional outreach
- To strengthen connections with the local schools and uniformed groups in our local community
- To lead assemblies and RE lessons in local schools

Person Specification

The successful applicant will be able to demonstrate

- committed evangelical Christian faith
- a passion and enthusiasm for reaching out children and families
- leadership skills
- a willingness to work with and learn from others

Skills/Experience/Training

The following are essential

- a biblically and theologically mature faith combined with a sincere love for Jesus
- the ability to work effectively as part of a team and contribute to the wider goals of the church
- experience in working with pre-school children
- the ability to communicate well with children and adults
- able to motivate, lead and develop teams
- good communication skills
- good networking skills
- ability to build trust and relate effectively to both young people and adults
- a commitment to growing children and families' ministry

The following are desirable

- experience of paid children's work
- experience of working with schools
- full driving license and access to a car

Safeguarding

Holy Trinity Claygate takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. HTC expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their Supervisor or Safeguarding Officer. This role will require close working with the HTC's Safeguarding Officer to ensure that children and family activities are run in accordance with the policy.

Training and Development

As a church we are committed to the appropriate development of every team member. Funding will be provided for appropriate training and development.

Summary of Main Terms and Conditions of Employment

Commencement September 2021

Hours The appointment is a part-time role for 15 hours per week on Mondays, Wednesdays and Thursdays during school term time, in a working pattern to be agreed with the line manager.

Pay £7,000 per annum, to be paid £583.33 each month.

Pension The PCC will make a pension contribution of 3% of salary

Holidays Annual leave entitlement is 5 weeks at 12 hours per week, that is 60 hours of leave per annum. In addition to your annual leave entitlement, you are entitled to take the usual Bank Holidays in England and Wales that fall on your normal working days as well as any working days between Christmas and New Year.

DBS The appointment is subject to the individual obtaining Enhanced Disclosure from the Disclosure and Barring Service.