

Job Description

Job Title: 4-11's Children and Families Missioner
Working Hours: An average of 18 hours a week (with flexibility throughout the year)
Salary: £10,764 pa
Length of Post: 12 months Initially (with the potential to extend subject to PCC review and approval)
Annual Leave Entitlement: 4 working weeks + bank holidays. (Holiday entitlement ideally should be taken non-term time)
<p>Purpose of the Job: To help implement the vision of St Matthew's Church Walsall through developing relationships with children aged 4-11 and their families by:</p> <ul style="list-style-type: none"> - Taking overall responsibility for leading, developing and coordinating work with 4-11's in the local community and church. - Engaging with children and their families, from local schools and communities, to build, develop and grow healthy relationships with them. - Initiating conversations to share, teach and nurture the Christian faith of the children and families in the community surrounding St Matthew's Church.
<p>Responsibility Links: The post-holder will report to and be line managed by a nominated person on behalf of the Parochial Church Council (PCC).</p> <p>The post-holder will be expected to supervise and lead the work of volunteers including any undertaking work experience in relation to work with children, young people and their families.</p>
Location: The post-holder's main place of work will be St Matthew's Church, or St Matthew's Centre, St Matthew's Close, Walsall. They will need to be flexible where they work, as they will be required to work in other locations e.g local schools.
<p>Special Conditions:</p> <ul style="list-style-type: none"> • The post carries a genuine occupational requirement and therefore carries an exemption under the Employment Equality (Religion or Belief) Regulations 2003. • This post is exempt from the Rehabilitation of Offenders Acts 1974. • The position requires the post holder to follow a lifestyle in agreement with the Church of England's position and statements.

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- The postholder will be expected to work at the weekend and in the evening including regularly on Sunday mornings.
- The postholder will be expected to participate fully in the life of St Matthew's Church.
- The appointment will be subject to an enhanced DBS check.
- The post-holder must work within the appropriate Safeguarding and Health & Safety policies and procedures, advising on the content of such where appropriate.
- The postholder will ensure that all necessary legal documentation associated with the role are maintained and up to date e.g. parental consent forms, incidents/accident records, attendance records.
- The post-holder will be expected to continue to develop their professional knowledge, by updating their skills and experience by reading, and by attending relevant training events and courses, and conferences, with the agreement with the incumbent when reasonable expenses will be covered by the PCC.

Main Activities:

- Develop a weekly based activity club, after consulting and identifying the local community's needs.
- Lead a weekly activity-based club.
- Work alongside local schools.
- Lead engagement with infant and junior schools.
- Lead local school assemblies.
- Be actively involved in Sunday services (from a 4-11s and family perspective).
- Research, outline and regularly re-evaluate short, medium- and long-term plans for working with children aged 4-11 and their families, including the planning of transitioning from/to the preceding/next age bracket.
- Lead pastoral care for families with children aged 4-11.
- Meet regularly and work alongside the U5's Children and Families Missioner to assist in each other's activities.
- Lead and coordinate volunteers for Jesus and Me (JAM) once a month.
- Develop opportunities for more families with young children to be invited to engage with St Matthew's Church, including Sunday services.
- Lead and organise holiday clubs.
- Meet with your line manager regularly to propose, plan and reassess the programme you have developed.

Other Duties:

- You will recruit a team of volunteer helpers to assist with running the activities.
- You will apply for grants to help towards the cost of activities that you will lead, and towards the cost/future of 4-11's work at St Matthew's Church, Walsall.

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- The activities offered should be reviewed during the year with your line manager to ensure they remain reflective of needs of St Matthew's Church.
- Develop and lead occasional activities for 4s to 11s and their families.
- Provide update reports to the PCC when requested.

Your Key Contacts Will Include:

- Your Line Manager
- St Matthew's Church Wardens
- U5's Children and Families Missioner
- St Matthew's Clergy
- St Matthew's Safeguarding Officer
- St Matthew's Operations Administrator
- Members of St Matthew's Church
- Local Schools, pupils, and their Families
- The Local Community

Date Prepared: February 2023

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Personal Specification

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We know people don't come in boxes, but we thought it would help you to know what kind of person we think would fit this role. As you read, it might be that only some of the characteristics fit you. However, we would still love to hear from you if this role excites and inspires you.

	Essential	Desirable
Christian Spirituality	A devoted follower of Christ with a commitment to personal spiritual growth and ministry, and in agreement with our Statement of Beliefs.	
	Passionate about the importance of children's ministry within Walsall and the community surrounding St Matthew's Church.	
	Attendance and active involvement in St Matthew's Church Walsall, Sunday services.	
Qualifications, training and professional development	Qualifications (a satisfactory level of general education including as a minimum GCSE English and Maths (or equivalent)).	Degree level in teaching/ children's and youth work courses.
		Safeguarding training (refresher will be provided on appointment).
Experience/Ability	Experience of working with 4-11's.	Experience with working with a school or church setting with children.
	Ability to grow healthy relationships within a diverse community.	
		Experience of working for or volunteering with a charity.

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	Skills in raising up and nurturing teams of volunteers and training them to be effective in family and youth work.	Experience of leading a team.
	A developing ability to teach the Bible to young people in different contexts	Theological training or children's/youth work courses.
	Happy to initiate and have open conversations with people about theirs/your faith.	
	Confident ability to lead up front, in the presence of large groups of children/adults.	Experience of leading up front at a church service or school assembly.
Personal Qualities	Friendly and motivated, with an infectious Christian faith.	
	Good people and communication skills, appropriate for connecting and interacting with children and their parents within the community, as well as the Church family.	Experience of communicating efficiently and effectively with a diverse range of people.
	Able to communicate in a professional manner when dealing with people in and outside the Church community.	
	Pastoral and an empathetic, able to be culturally sensitive, keeping confidentiality in pastoral situations.	Experience with working in a range of social and cultural contexts
	Well-motivated, able to take initiative, to plan and carry out work with and without direct supervision.	Evidence of time management to achieve set tasks.

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	Willingness to self-evaluate and take on board feedback positively.	
Other	Willingness to undergo an enhanced Disclosure and Barring Service (DBS) check.	
	Understand Safeguarding requirements.	
	Understand GDPR requirements.	Experience of completing and storing documents e.g risk assessments or parental consent forms.

This post is exempt from the Rehabilitation of Offenders Acts 1974 and is subject to a Disclosure and Barring Service (DBS) check prior to an offer of employment being made.

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