

JOB DESCRIPTION and PERSON SPECIFICATION

Job title:	Children and Families Worker
Reporting to:	St Peter and St Paul, Shoreham PCC
Supervised by	The Vicar
Responsibilities:	To set up and lead a carer, toddler and baby group that meets weekly and to build links with families that attend, encouraging their involvement in other church activities

What you will need to do:

- Establish a vibrant, creative, happy, safe parent/carers, toddler and baby group
- Recruit families by word of mouth and social media
- Procure and maintain suitable equipment and toys; establish suitable storage facilities
- Demonstrate the love of God in relationships with adults and children
- Encourage links between the families attending the group and other activities carried out by the Church; this includes attendance once a month at an all-age service or other church event, as agreed with the Vicar
- Create opportunities for the children to explore their God-given spiritual nature
- Promote and ensure the wellbeing and safeguarding of all children
- Engage carers in sharing the responsibilities for running the group
- Plan and organize stimulating activities that include Bible stories, songs and the celebration of key Christian festivals and other events
- Work with others to create documentation, policies and systems for this group and implement and review these as needed.
- Ensure the health and safety of all who attend, including the parents and carers, who will be responsible for the children at all times
- Report to the Vicar regularly on progress and as necessary to the PCC

What you will need to have:

- A living Christian faith, the ability to share this naturally and the discretion to know when it is appropriate to share
- A passion for seeing young children grow and develop
- The ability to communicate well with adults and children
- Basic IT competence for simple accounts and administration
- An ability to engage and lead a team of volunteers
- Great organisational and problem-solving skills
- An ability to work independently and on your own initiative
- Be a reflective practitioner, with a willingness to learn
- You will also need: patience, enthusiasm, empathy, determination, flexibility, a sense of responsibility and, of course, a sense of fun!

Commitment to Safeguarding:

The church is committed to safeguarding and promoting the welfare of children and expects that everyone will follow the church safeguarding policy. In particular, the church 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 requires an enhanced DBS check. Applicants will also need to complete a Self-Declaration form as part of our Safer Recruitment process.

Occupational Requirement:

The post holder will at times be the public face of the church, so it is considered that there is an Occupational Requirement for the postholder to be a communicant member of the Church of England, or of a Church in communion therewith or a member of a church which is a member of the Council of Churches for Britain and Ireland or of Churches Together in England, or of a member Church of the Evangelical Alliance.