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|  | **Families Worker:**  **Job Description & Person Specification** |  |

Becoming a Light on a Hill

Joyfully connecting Jesus with the community of High Green through a shared journey of hope, service and love

**Post Information:**

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| **Aim** | To support both parishes in fulfilling their mission statements in the area of ministry amongst families and children. |
| **Context** | St Mark’s Grenoside and St Saviour’s High Green are two Anglican churches in the north of Sheffield. They share an open evangelical heritage touched by renewal and there has been a long history of links between the parishes. In recent years they have become part of a Mission Partnership or cluster along with St John’s Chapeltown and St Mary’s Ecclesfield. This is in response to the initiative in Sheffield Diocese to help parishes work in partnership together in a time of reduced resources coupled with mission opportunities. Since May 2014 St Mark’s and St Saviour’s have been sharing one vicar and the creation of the new post of a Families Worker is a response to the challenge to reimagine ministry in a mission context.  Grenoside is a suburban village with moderately expensive housing. It has many professional people living in the village. High Green is a former steel and mining village with two older council estates. It has significant urban deprivation but newer more affluent estates have been built in the parish in recent years.  Both churches are passionate about mission and historically have had strong children’s ministry. However, this ministry has weakened in recent years. The Vicar and the two PCCs are determined to reverse this trend, primarily through the creation of this post. This is the top mission priority for both parishes. |
| **Ministry Focus** | The post is focussed on young families and children aged 0-13. |
| **Post** | The post is full time, 40 hours per week. Some evening and weekend work, additional to Sundays, will be required. Overtime will not be paid, but time off in lieu can be taken. There are six weeks holiday, including six Sundays. |
| **Salary** | The salary is £20-22,000 per annum. Appropriate expenses will be paid. |
| **Funding** | The post is funded by the two PCCs and is not dependent upon grants etc. There is no specified time limit to the post. |
| **Housing** | It is requirement of the post that the successful applicant lives in the area, preferably in Grenoside. To aid this, quality housing in Grenoside is available for the post holder to live in. This housing is not a compulsory part of the post but living in Grenoside would greatly enhance the work of the post holder. The salary is reduced by the cost of the rental value if the housing is taken by the successful applicant. This can be negotiated with the successful candidate. |
| **Occupational Requirement** | It is an occupational requirement that the post holder is a Christian under the terms of Schedule 9 to the Equality Act 2010. |
| **Resettlement Grant** | A resettlement grant of up to £1,000 is available for the post holder to move into the area. |
| **Set up Grant** | A set up grant of up to £500 is available for essential equipment e.g. laptop etc. |
| **Start Date** | The post starts from Spring 2015 or later; this will be negotiated with the successful candidate. We recognise that accommodation and/or personal and family issues may affect the start date. We are desirous to appoint the right person and are willing to be very flexible over a start date. |
| **DBS** | The post holder is required to obtain and maintain satisfactory DBS clearance for the entire duration of employment. |
| **Pension** | A pension contribution is available, related to the Government’s NEST scheme. |
| **Employer** | The employers are the PCC of St Mark’s Grenoside and the PCC St Saviour’s High Green jointly. |
| **Accountability** | The post holder is accountable to the joint Families Ministry Management Committee - JFMMC. This group has planned the processes linked to this post. Once the post is filled the group will continue to meet at least thrice yearly to oversee the work. The group will report back to both PCCs regularly and the post holder will be expected to attend PCC meetings when required. |
| **Line Manager** | The Vicar. |

**Job Description:**

The following is an outline of what is currently happening in our two churches in regard to families and children’s ministry and a provisional timetable as to how this might develop. However, the Joint Families Ministry Management Committee is very open to creative and entrepreneurial thinking. Therefore if the successful candidate brings coherent and cogent thinking to this ministry, there is room for fresh and alternative patterns of delivery.

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| **Provisional Outline Timeline** | | |
| **Immediate – Year 1** | **St Mark’s** | **St Saviour’s** |
| **Sundays** | | |
| Lead, coordinate, resource, and inspire Sunday children’s ministry at two morning services, one in each church at 9.30 and 11.00am. | Already in existence, but needing leadership. | To be initiated. |
| Develop a Families Ministry Team(s). | Working and developing the existing team through encouragement, coordination, resourcing etc. | To be initiated. |
| Minister in leading Baptism and All Age Worship services. | Working with the Staff Team & Ministry Team. | Working with the Staff Teams & Ministry Team. |
| **Midweek 0-5s** | | |
| Building relationships with existing toddler groups | A Church led toddler group already exists with good relationships to the church. | A toddler group exists which used to be church led but which now has very little connection. |
| Minister at Snapshots Service (Wednesday afternoon family service/fresh expression). | - | Working in partnership with Church Army Captain. |
| **Midweek 6-8s** | | |
| Initiate and lead Monthly Messy Church or equivalent | To be initiated. | To be restarted. |
| **Midweek 9-12s** | | |
| Initiate and lead Weekly Kids Club or equivalent | To be initiated. | To be initiated. |
| **Other** | | |
| Schools work | Continuing. | As opportunity arises. |
| Baptism visiting and preparation | Working in partnership with Claire Williams and the Vicar. | Working in partnership with the Church Army Captain and the Vicar. |
| Participate in Holiday Clubs | - | Currently two per year. Working in partnership with Church Army Captain. |
| Participate in Oakes Annual Children’s Holiday (holiday for deprived children at the Oakes Centre) | - | Working in partnership with Church Army Captain. |
| **Intermediate – Year 2** | **St Mark’s** | **St Saviour’s** |
| Snapshots leadership | - | Taking on of the leadership. |
| Initiate additional Toddlers Groups or equivalent | As resources and/or opportunities allow. | As resources and/or opportunities allow. |
| Initiate mums’ groups or equivalent | As appropriate | As appropriate |
| Initiate special events: alternative Halloween light party etc | As appropriate | As appropriate |
| Holiday Clubs | Initiating Holiday Club(s) | Two per year. Taking on of the leadership. |
| Oakes Annual Children’s Holiday | - | Taking on of the leadership. |
| **Longer Term – Year 3+** | **St Mark’s** | **St Saviour’s** |
| Initiate parenting courses etc |  |  |
| Initiate Prayer Showers for expectant mothers and other creative group activities etc |  |  |
| **Long Term – Year 5+** | **St Mark’s** | **St Saviour’s** |
| To pave the way for future development of youth work and possible appointment of a part time youth worker, probably in some sort of partnership with the already well developed youth work at St John’s Chapeltown. | | |

**Key Relationships:**

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| Vicar | Simon Bessant has been Vicar of High Green since April 2012 and Priest in Charge of Grenoside since May 2014. He chairs the Families Ministry Management Committee and line manages the post holder. Simon has been ordained for 33 years and has experience in various parishes and Diocesan ministry in leading paid and unpaid staff teams. |
| The Joint Families Ministry Management Committee -JFMMC | The accountability of the post holder will be to this group. |
| Church Army Evangelist and Outreach Worker | Maureen Greaves has been at St Saviour’s for ten years. She is gradually moving towards retirement over an extended period. Therefore her ministry is in transition and this will include handing over the children’s aspect of her work to the new Families Worker. |
| Children’s workers volunteers | Part of the role of the Families Worker will be to minister closely with those currently working with children in our churches. The post holder will be expected to envision, support, recruit, train and resource volunteers individually and corporately. |
| Safeguarding Officers | Working effectively with the safeguarding (child protection) officers in both parishes will be essential. |
| Church Wardens, Treasurers, Readers etc | The post holder will have working relationships with the lay officers of the parishes as necessary. |
| External agencies | It is expected that the post holder will develop relationships with other churches or networks schools etc for ministry and mutual support. |

**Key Groups Membership:**

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| **St Mark’s** | **St Saviour’s** |
| Staff Meeting (currently Mondays) | Staff Meeting (currently Thursdays) |
| PCC (as required) | PCC (as required) |
| Team Morning Prayer (currently Thursdays) | Team Morning Prayer (Fridays) |
| Families Ministry Management Committee | |
| Families Ministry Team(s) | |

**Person Specification:**

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| **Area** | **Essential** | **Desirable** |
| Personal | * Someone with youthful energy balanced by wisdom gained through reflection on experience. * Someone with an instinctive rapport with children. * Someone who is a self-starter. * Someone who can be a team leader but also be a team member in other contexts. | * Experience of working in team contexts. * An innate or developed understanding of emotional intelligence. * Experience of starting ministries or projects through to completion. |
| Faith | * A committed Christian with a personal faith, tested through experience. * Commitment to the mission statements of the parishes and aims of the Families Ministry. * A specific passion to see children finding and growing in faith. * Knowledge of the Bible and basic Christian doctrine. | * Experience of active church membership and evidence of work in church among children. |
| Knowledge | * An understanding of the reality of family life in contemporary living and the challenges to discipleship and mission in such contexts. * An understanding of child development and child faith development. * Have a working knowledge of safeguarding issues including role and professional boundaries when working with children and adults. * An understanding of patterns of family and children’s ministry in contemporary church life. * A desire to continue learning, especially through contacts with other churches and the internet. | * Hold a degree or other significant qualification in teaching, children’s work or children’s ministry. * Have a qualification in regard to Bible or Christian knowledge. |
| Skills | * Creating strategies for developing family work * Ability to be innovative, take initiative, be self-motivated, plan own work and that of others. * Ability to communicate effectively verbally and in writing to a variety of audiences. * Ability to relate to people of varying ages and conditions of life. * Ability to communicate the Bible and basic Christian doctrine attractively and effectively to young families and children, especially those who are unchurched. * Have strong interpersonal and listening skills * Ability to work flexible hours with effective time management. * Ability to lead and motivate others * Be computer literate. * Be social media savvy: valuing the positive whilst being aware of the negative aspects. * Ability to lead appropriate worship in the context of toddler groups, all age worship etc | * The ability to play a musical instrument. * Artistic ability in other areas or sports ability * Be confident in art and craft activities for children. |
| Experience | * Experience of working with pre and school age children. * Experience of working with young mothers and fathers. | * Experience of working with a management committee or working groups. * Experience of working in schools. |
| Transport | * A full and current driving license along with a means of transport. |  |
| Safeguarding | * Full DBS clearance. * Recognition of the importance of safeguarding and the attention to detail that it requires. | * Safeguarding training. |

These expectations will be assessed by applications, references and interviews. The interview process will include activity with children.

**Additional Information:**

Potential candidates are invited to speak to any or all of the following:

Canon Simon Bessant on 0114 418 2036 or 07957 211319

Chris Knight, a parent from St Mark’s and a member of the JFMMC, on 0114 288 2898

Megha Nanjundeswar, a parent from St Saviour’s and a member of the JFMMC, on 07944 595411

Application forms are available for downloading on the following websites: [www.stsaviours.info/families.ministry/](http://www.stsaviours.info/families.ministry/)

and [www.stmarksgrenoside.net/page11.htm](http://www.stmarksgrenoside.net/page11.htm)

More information about both churches is available on [www.stsaviours.info/](http://www.stsaviours.info/) and [www.stmarksgrenoside.net/](http://www.stmarksgrenoside.net/)