

'GROWING HEALTHY CHURCHES, ROOTED IN CHRIST'

Application Information

The Alderley Edge & Knutsford Circuit is seeking to appoint a Full time Children and Schools Worker to join our ministry team. Our hope is to grow the existing provision with children and contact with schools, finding ways to share God's love with children, young people and their families.

Please find below the job description and person specification for this role. If you are interested in applying, please email the Circuit Office at aeandkcircuit@gmail.com to request an application form.

'We believe the Christian faith is fostered in communities of love where Christ is at the centre. We have a desire to work with God's Spirit to see our Churches grow, to foster new communities of faith, to enable passionate worship, intentional faith development, loving service, and caring mission.'

JOB DESCRIPTION

Job Title:	Children & Schools Worker
Lay Employee in the	Alderley Edge and Knutsford Circuit
Location:	Knutsford Methodist Church (KMC)
Responsible to:	The Lay Employee will be employed by Alderley Edge and Knutsford Circuit and will be under the supervision of the Superintendent Minister.
Responsible for:	Volunteer children's workers as they seek to share God's love for all in schools, community and churches.
Purpose and Objectives:	To develop the work with children and families, with a focus upon engagement and outreach to the local Primary Schools, focussing upon storytelling and engaging with children's spirituality. The post holder will work in partnership with the staff team and volunteers across the Circuit to develop the churches provision for children's worship, nurture and learning the way of faith in Jesus.

Main Responsibilities

- **Lead and develop the work with Primary Schools in the Circuit**
 - Working with the Open the Book Team to deliver the programme

- Liaise with Head teachers and RE Co-ordinators to support the schools in delivering the locally agreed syllabus on Christianity through assemblies and Class room sessions.
- Lead the various Festival Experiences, e.g. Harvest, Christmas, Easter, Pentecost hosted in the churches attended by school years 1-6.
- **Children's work in the Churches**
 - Work with the volunteers to develop and grow the Sunday morning Kids Zone at Knutsford Methodist Church and monthly Children's Club at Alderley Edge Methodist Church.
 - Share in the leading of All Age Worship.
 - Seek opportunities to foster links to work ecumenically and engage with the uniform organisations in the area. For instance, assisting with the 'Faith Badge', taking a lead with Christingle services.
 - Assist in leading the Wednesday Youth night and its development. Presently engaging with children aged 9 to 13 years of age.
 - Build good relationships with families who have children and make links with the groups that provide a welcoming space for preschool children and their parents.
 - Support and encourage the training and development of volunteers with children and schools work in the churches.
 - Look for opportunities to share the Christian Faith in new and engaging ways.
- **Developing the Vision**
 - Support the overall vision of the Circuit that shares the love of God for all people, and demonstrates that everyone is valued.
 - Appraise and review initiatives set up and activities undertaken, and change where necessary the action and focus of work after discussion with, and agreement from, the leadership team.
 - Any other duties and responsibilities, identified by the minister as are within your capabilities and level of responsibility, in order to meet the needs of the church.
- **Developing yourself**
 - Engage with local, regional and national networks for children and schools work.
 - Work collaboratively with the ministers, staff and volunteers.
 - Engage in training and appropriate professional development.
 - Undertake Supervision under the Methodist Church Supervision policy.
 - Attend quarterly Circuit meetings, and weekly staff prayer meetings. (Other meetings only to be attended when specially requested).
 - Maintain adequate records as required by the role, including contacts, visiting records, rotas and work undertaken.

Terms and conditions

- Terms of appointment: Permanent
- The salary will be £27,500 per annum
- Normal working pattern: 37.5 hours per week, including weekends. Pattern of work to be agreed with the Superintendent Minister
- Opportunities for study and for training.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- There is a contributory pension scheme to which eligible lay employees will be auto enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
- 5 weeks statutory annual leave entitlement per year + 8 public holidays.
- Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.

Management

The Lay Employee will have a line manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.
- Determine priorities for the work.
- Prepare a personal development plan with the lay employee.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a "sounding board" to the Lay Employee.

Children & schools Worker - Person specification

Lay Employee in Alderley Edge and Knutsford Circuit based at Knutsford Methodist Church

Attributes	Essential	Desirable	Method of Assessment
Qualifications	GCSE English and Maths	Nationally recognised qualification in Children's, Youth or Community work and/or teaching experience	A/Q
		A recognised Biblical, theological or practical mission qualification	A/Q
Proven Ability	Significant proven ability in children's, youth or community work in a paid or voluntary capacity	Evidence of innovative and effective initiatives	A, I
		Proven ability in school environments, particularly primary schools	A/I
	Proven ability of organising and leading children and youth events		A/I
	Proven ability of networking and establishing working relationships/partnerships	Experience of working with Head teachers and RE coordinators	A/I
	Proven ability of working with children and young people from a diverse range of backgrounds and needs.		A/I
		Experience of leading all age worship	A/I
Knowledge & Skills	Knowledge of good practice in children and youth ministry		A/I
	Knowledge of Safeguarding and child protection procedures		A/I
	An awareness of the needs and issues affecting young people today, of children and youth culture and children and youth issues.		A/I
	Knowledge and understanding of inclusive work with children and young people; including special needs		A/I
Special Qualities or Aptitudes			
	Ability to work on your own and as part of a team		I
	Good time management skills and the proven ability to prioritise work effectively		A, I

	Ability to establish positive and productive relationships with children, young people and adults		A, I
	Ability to recognise and develop the gifts of others and foster an environment of participation in particular of children and young people		A/I
	The ability to plan and deliver activities that are underpinned by principles of participation and spiritual exploration leading to faith formation.		A/I
	Ability to recruit, train, supervise and motivate a team of volunteers	Experience of leading and developing volunteers	A/I
	Computer skills to use a variety of packages to input and retrieve information/ Literate in IT including use of social media and word processing.		A/I
	An excellent and gifted communicator, with a particular emphasis in communicating with children and storytelling		I
	The ability to communicate effectively and appropriately with a range of different audiences (children, young people, teachers, family members, professionals, church members and members of the community)		I
Any Other Requirements	Current member of a Christian church or community		A, References
	Have a personal Christian faith and spiritual life that will sustain ministry		A, I
	Able to represent the church and be a good role model		A/I
	Ability to share faith and speak naturally about the Christian story		A/I/E
	A flexible approach and ability to work evenings and weekends as appropriate		A
	Satisfactory Enhanced DBS disclosure.		Q
		Driving licence	Q

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)