

## **Children and Families Co-ordinator: St Paul's Church, Holgate.**

Job Description and purpose of the role.

The Children and Families Co-ordinator is part of a supportive leadership team at St Paul's Church, Holgate and will be employed for 20 hours per week to:

### **Church based children and family responsibilities.**

Provide a warm and inviting environment at St Paul's for children and their families.

Lead, co-ordinate and grow a team of committed and enthusiastic volunteer leaders and helpers for our children's and youth groups and activities.

Familiarise and keep up to date with safeguarding policies through communication with the Safeguarding officer, and ensure that the requirements for all volunteer workers are met.

Identify and provide the best possible supporting resources for each of the age-specific groups.

Contribute to the development and delivery of whole church celebrations, special 'festival' services and regular Sunday morning worship.

Provide understanding and empathetic pastoral care for our children, young people and families.

Build on our commitment to grow young disciples by introducing children to the teachings and love of Jesus, deepening their understanding of the Bible and encouraging their spiritual growth.

Liaise pro-actively with parents/carers, congregation and team members to gain feedback and review provision.

Support clergy and families in preparing children and young people for baptism/confirmation when requested to do so.

Be responsible for the management and development (Line Manager) of the Youth and Children's worker and to work in close partnership with them.

To report regularly to the Youth and Children's steering committee, to work closely with them and to receive the support and guidance of the committee for the mutual benefit of the Co-ordinator and the church community.

Liaise with team members of St Barnabas church in relation to joint services/social events as necessary.

Commit whole heartedly to achieving the vision for our Children, families and young people discerned by our church congregation as part of the vision process for the whole of St Paul's and St Barnabas churches.

### **Outreach responsibilities.**

Strengthen existing links with local primary schools – especially St Paul's C of E Primary, including the provision of a weekly in-school assembly and termly School Goes to Church service.

Organise and run any social/extra curricula events with the school as required.

Attend and contribute to the running of the well-established and popular weekly Toddler Group in order to develop relationships with parents/carers and very young children.

Establish and develop effective means of regularly engaging with children and families beyond the church. eg. by the running of a weekly community focused youth group. (DMC)

### **Other responsibilities.**

Prepare and manage an annual budget in conjunction with our Church Treasurer.

Represent the needs and views of young people and their families to the clergy, staff team and PCC.

Present a report on all Children, families and youth work at the Church's annual APCM.

Attend training for continuing professional development as reasonably required.

Undertake administrative duties in order to fulfil all duties effectively.

Pray regularly for the children and their families, as well as leaders and helpers.

### **We envisage that the successful applicant will have:**

An enthusiastic approach to bring new ideas and initiatives into the life and mission of the church.

A minimum of three years experience working with children/young people/families. preferably in a Christian context. This may have been gained either in a paid or volunteer capacity.

Excellent organisational and computer skills, and be proficient at working with social media.

An affinity for working with children and their families, an ability to lead by example, and will fully embrace working collaboratively and in a team.

A relevant qualification in either theology or in teaching/childcare would be helpful but is not essential.

**It is a Genuine Occupational Requirement (GOR) under the Equality Act 2010, that the holder of this post is a practicing Christian. The appointee to this post will be required to apply for an Enhanced clearance through the Disclosure and Barring Service. (DBS)**