



## **ROLE DESCRIPTION: Children and Families Worker (Early Primary Years),**

### **The Parish of St Bartholomew's and St Christopher's, Haslemere, Surrey**

Enquiries are invited for the position of Children and Families Worker (Early Primary Years) in the Parish of St Bartholomew's and St Christopher's, Haslemere, Surrey. We are a Church of England parish in the Guildford Diocese. The work closely with the local community, and in particular with St Bartholomew's Church of England school. Further information about our work in the community can be seen at: [www.haslemereparish.org](http://www.haslemereparish.org)

<b>Job title:</b>	Children and Families Worker (Early Primary Years)
<b>Hours of employment:</b>	Initially, 12 hours weekly (flexible to 15hrs), with review points as the role develops. Actual working days and hours are negotiable but taking into account key services and activities around the year.
<b>Salary:</b>	£9,400 p.a. (£29,375 pro-rata), with additional pension and expenses.
<b>Annual leave:</b>	Considerable flexibility around school holidays and term times.
<b>Based in:</b>	Church premises, with own home for administration.
<b>Employed by:</b>	St Bartholomew's and St Christopher's Parochial Church Council (PCC)
<b>Reporting to:</b>	The Rector, Revd Chris Bessant

The successful candidate will be required to pass an Enhanced DBS and necessary safeguarding training.

## **The Role**

The Parish of Haslemere is committed to providing an open and inclusive church for all ages, through its worship, ministry, music, school and community activities. We wish to employ a Children and Families Worker for Early Primary Years to work alongside our two Children and Families Workers for Pre-School and Older Children, who are already in-post. The role of Children and Families Worker, for Early Primary Years, will fulfil the age range from school years Reception to Year 3 (5-8yrs old). This new role has arisen because of a reorganisation and replanning of our children's ministry structure.

Central to the role is the hosting of the Sunday Morning Families ministry, which is in effect a Sunday School morning group which runs parallel to the main service in church, on the first Sunday of each month in term time. Sunday Morning Families is a well-established group with a rota of parents who serve alongside the

leader. Activities include: a suitable talk (usually focused on a bible story or faith-related topic), craft making (supporting the chosen topic), singing and a video, which may be for between 15 and 25 children.

In addition, the parish offers four annual 'specials' for children in this age bracket, which are morning craft sessions or parties, according to the seasonal theme. Such specials are well attended and staffed with parents and other members of the church who are always willing to get involved. Arising from our strong foundation of families ministry and baptisms, it is important that the church is able to keep contact with those coming for the first time or are new to the area. This family contact work is about befriending and following-up to help newcomers to settle down and build relationship with other families. The Children and Families Worker for Early Primary Years will be key to this families contact. The role will also be supported by the Rector (Revd Chris Bessant), plus an effective administration and communications team.

This is a new role in which the employee will have considerable opportunity to work independently and flexibly to meet the vision of the church for children. Applicants will be enthusiastic to see the Christian faith flourish in families, and to help children grow well with the virtues and wellbeing of God's children. Attitude, creative ability and an affinity with children is what we are looking for in a successful applicant, with considerable support and training being available.

## **Responsibilities and Job Purpose**

To lead the engagement of children from the school years of Reception to Year 3, helping families to settle into church life and keep contact. More specifically, to cover the duties below:

- To work within the Children and Families Team to prepare and present the children's activities on the first Sunday of each month in term time.
- To work with the wider team to organise and present four family special events each year: for Easter, Summer Picnic, Halloween Light Party and Christmas.
- To work within the Children and Families Team to maintain and follow-up contact from the First Steps playgroup, new families joining the church, and baptism families.
- To ensure good safety and safeguarding practice for those areas of responsibility, including the creation and application of risk assessments.
- The postholder will report to the parish's Children and Families Support Team, including The Reverend Chris Bessant, Rector of The United Benefice of Haslemere and Grayswood.

## Person Specification

	<b><i>Key Gifts and Skills</i></b>	<b><i>Desirable Gifts and Skills</i></b>
<b>Faith</b>	We seek a Children and Families Worker for Early Primary Years Children, who is supportive of the Christian faith, its place in families, children, and schools.	The candidate may have some familiarity with the working of primary school education.
<b>Experience</b>	The candidate may have some previous experience of working as an organiser of children’s activities, professionally or voluntarily. Experience might include creating, growing, and working with children, within a church, school or community context.	Previous employment working directly with children, in a teaching, sports, drama or musical context.
<b>Skills</b>	<p>Good confident communication skills with children in a face-to-face setting.</p> <p>A self-starting ability to organise indoor and outdoor activities, within a framework of safety, alongside other staff and volunteers.</p> <p>An ability to be creative in producing good visual engagement, across a range of media.</p> <p>IT skills such as a working knowledge of Microsoft Office or similar.</p>	<p>A basic understanding of maintaining website pages.</p> <p>Some understanding and working safely with social media platforms.</p>
<b>Personal</b>	<p>Good self-organisational skills, self-motivation, flexibility and the ability to prioritise and get things done.</p> <p>Ability to respect matters of confidentiality and sensitivity, and to act accordingly.</p> <p>Holder of a UK driving licence.</p>	

## How to Respond

All potential applicants are invited to begin by having an informal chat with the Rector, Revd Chris Bessant. Please get in touch to 01428 658107, or by email to [Rector@Haslemereparish.org](mailto:Rector@Haslemereparish.org) Dates for applications, and interviews will be advised thereafter.