

# Children and Families Worker: Job Description



**St Clement's  
Church**

OXFORD

**Reporting to:** Rachel Gibson, Rector of St Clement's Church

**Employment:** 20 hours per week (0.5 Full Time Equivalent).

**Start date:** Applications will be assessed as they arrive. Early application is strongly recommended. We expect the successful candidate to start in September 2021 or soon after.

*The post is subject to Oxford Diocese Safer Recruiting procedure, including satisfactory outcome of the appropriate enhanced DBS criminal records check; and to evidence of entitlement to work in the UK. There is a genuine occupational requirement that the post-holder is a practising Christian in accordance with the Equality Act 2010.*

## Job Context

St Clement's Church and parish are situated just to the east of Oxford city centre. Our church family, while drawn from all around the Oxford area, shares with East Oxford a wonderful diversity in backgrounds, ages and ethnicity.

St Clement's is an Anglican church in the Evangelical tradition. The church family enjoys a mix of evangelical, charismatic, and contemplative expressions of worship. We also enjoy our intergenerational mix, and want to encourage everyone to value one another's company and contributions, as we worship and shape our missional outreach together.

Pre-pandemic, around 70-80 attended our Sunday Services each week (our Electoral Roll is 87). Over the last year, we've continued to meet online as a church family, as well as in person when that's been possible. We've learned a lot creatively and technologically. As we look ahead, at whatever pace Covid restrictions may ease, we want to build on that learning as we listen for God and reshape and restart wider worship and missional activities.

Our work with children and families is small, yet growing. Pre-pandemic, each week around 11 children attended Junior Church (5-11 year olds), and around 5 children attended Crèche (for under 5s). 2 or 3 more under-3s stayed with their parents in the main church soft seating area for parents with babies.

Through the last year, as well as enjoying an integral and creative part in our online Services and offering weekly online Junior Church, our Children and Families Worker has also provided creative materials for families to engage with at home and in support of Services. Our Children and Families Worker and Youth Worker also work collaboratively to encourage a positive transition for final year primary age children into youth activities.

Pre-pandemic, our Curate, Children and Families Worker, Youth Worker and volunteers established 'Shared Space' in the St Clement's Centre on Cross Street – a monthly Saturday brunch, inviting friends, neighbours and local community to share life with us. Around 50 people each month gathered to enjoy company and conversations, workshops and craft stations.

Meanwhile, as part of our Children and Families work we ran a thriving weekly Babies and Toddlers Group, attracting parents or carers with children from around 30 households in the local area; and at the invitation of a local primary school we had just begun 'Welcome on Wednesdays' (WoW) – a weekly after school drop in with hot meal, welcoming parents or carers and children from around 20 households. We also piloted Clementines, a weekly Pram Service in church, though with low take up.

Sadly these missional activities have had to pause over the last year. At whatever pace Covid guidelines may ease over the coming months, we anticipate an important opportunity to discern where God is calling us to reshape activities or start afresh; as well as where we need to wait or not to restart. We plan to remain flexible and open, spending our time and energy in places where we see God at work. St Clement's clergy, staff and volunteers very much look forward to working with their new Children and Families Worker colleague in discerning and implementing these next steps!

Overall, as a church, our vision is **to grow God's people of all ages, together:**

- in faith, and in confidence in listening for God, praying with and for one another, developing our gifts, and putting all that we are given into practice; and
- in mission, as we seek to connect and share our faith in Jesus Christ with our local community and in our daily life.

**The Children and Families Worker**, working with Rector, Curate, Youth Worker, and others, will play a crucial strategic role in helping to deliver this vision: shaping outreach to children and families locally, as well as provision for church children and families, to enable them to enjoy their integral and vital part within our church family.

## Role and Key Responsibilities

### 1) **Leading St Clement's children and families work, encouraging children and their families in the church and local community to become rooted, and grow, in faith in Jesus Christ:**

**Growing our children and families in faith** through strategic oversight and practical implementation, including:

- developing, planning, delivering, and growing St Clement's activities and programme for children and families;
- leading by example, connecting our children with Jesus Christ, rooting them in faith and God's Word, and encouraging them to fulfil their God-given potential;
- helping parents and carers to nurture their children in faith.

**Growing our missional, outward focus** by developing and implementing a strategic approach, including:

- building relationships and connections with our local community - both rebuilding some existing routes (e.g. Babies and Toddlers, Welcome on Wednesday), and through shaping and implementing new initiatives;
- nurturing intergenerational relationships within the church family which deepen faith and community.

**Ensuring compliance** with St Clement's (and Church of England) Safeguarding, Health & Safety, Data Protection and other Policies in close liaison with the Parish Safeguarding Officer, Administration Manager and others.

**Managing children's work budget and other resources** in close liaison with the Rector, Treasurer and others.

### 2) **Delivering Children and Families work through creating, leading, and contributing to multiple teams:**

**...with our children and their families, and children's work volunteers, by:**

- building, training, supporting, empowering and overseeing volunteer teams to run children & families' activities.

**...with Rector, Curate, Youth Worker, and others, joining up our work by:**

- contributing to the leadership team and structures of St Clement's;
- discerning and implementing together our approach to rebuilding or reshaping missional activities (e.g. Shared Space);
- contributing to Sunday worship (including All Age worship) and other church family gatherings, and enabling our children and families to do the same;
- exploring ways to ensure coherent and sustainable growth across work with children, youth and their families – including fostering positive transition from upper primary to secondary age engagement in church;
- joining together in regular prayer and fellowship (with regular patterns for prayer and team gatherings).

### 3) **Maintaining a healthy, personal devotional life:**

- Enjoying consistently building in time and spiritual disciplines that enable you to go deeper in your own faith and relationship with God;
- Developing a network of support and accountability to enable you to receive both encouragement and challenge as you grow in your role, and in your Christian walk.

## Skills and Qualities

We are looking for someone who is good at **building faith and relationships**.

Someone who:

- is a committed, practising Christian, with a strong devotional life, rooted in God's Word and is able to inspire faith in others;
- has a heart for mission and can build relationships and communicate well with children and families both within and beyond the church;
- can inspire, pastor, listen to, and engage and pray with children;
- can teach clearly by word and example, and is confident to speak and lead in gathered worship;
- can connect and communicate well with various groups including with schools, contacts in the local community and other churches, St Clement's church family, PCC, staff and volunteers etc;
- enjoys working in an intergenerational context and can help build relationships and grow faith across the generations.

We are looking for someone who can **plan ahead, think creatively and work well in a team**.

Someone who:

- is able to plan and work strategically, with strong organisational and administrative skills;
- is able to spot synergies and make connections which join up and grow different areas of activity;
- can make well thought-through decisions; and can manage time and available resources efficiently;
- is a team creator, leader, and worker - able to build, inspire, train, encourage and sustain teams of volunteers;
- can delegate and oversee effectively, and who also enjoys working closely and collaboratively as a team member;
- is a self-starter with energy, passion and motivation;
- is innovative and creative – who enjoys shaping, developing and communicating vision in order to drive our children and families' work forward.
- is able to use IT and make smart and appropriate use of technology.

## Experience Required

- Experience of working with children (primary age and younger) of different, backgrounds and abilities – ideally with track record in leading children's work in Christian context, working with families of faith and of none (a formal qualification related to these areas is very welcome, but not essential).
- Experience of leading volunteers, and of leading and working in teams.
- Full clean driving licence is desirable, but not essential.

## Working Specification

- 20 hours per week. We are keen to offer flexibility in working pattern where possible. The employee will also need to be flexible as they respond to changing needs and develop their role. Currently, we anticipate around 50% regular hours to cover core activities and responsibilities, with this proportion increasing as more activities begin. This would include weekly Sunday Services and Junior Church and Crèche; and at whatever stage they or their successor activities are able to restart, activities such as weekly Thursday morning Babies and Toddlers, Wednesday afternoon WoW, monthly Saturday morning Shared Space. There may also be occasional meetings on weekday evenings. We anticipate remaining hours could be spread flexibly, according to need. We would expect whatever pattern is agreed to allow at least two full days off each week.
- Space for activities includes Children's Room in Church, and rooms bookable in St Clement's Centre (Cross Street) and Mish (St Clement's Street). Desk work can be from Office space (currently in Mish) and/or from home.
- 5 weeks' annual leave plus allowance for bank holidays (the post will involve working on some bank holidays, including those at and around Christmas and Easter).
- Start date: We aim to appoint as soon as possible and hope the successful applicant could start by September 2021.
- Salary range £11,500-£13,000 annually for 20 hours per week (£23,000-£26,000 full time equivalent) depending on experience and qualifications, with opportunity to join employer pension scheme.