

# BARNHILL ST MARGARET'S CHURCH

## JOB DESCRIPTION

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<b>Title of Post:</b>	Part Time Children's and Family Worker at Barnhill St Margaret's Church
<b>Responsible to:</b>	The minister
<b>Date :</b>	June 2018
<b>Main purpose of the post:</b>	Under direction of the Minister, to utilise opportunities to build and develop meaningful relationships between the Church and families and groups within the existing Congregation and in the community.

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### MAIN DUTIES

- To take an active role in developing and sustaining work with children and families within Barnhill St Margaret's Parish
- Assist with planning, organising and leading of summer school holiday club for one week
- Assist with planning, organising and leading of a monthly Messy Church
- maintain contacts with the leaders of Junior Church
- Contribute ideas and effort towards thinking of new ways to "be church" in 2018 and for the future.

### Pastoral

- Be willing to speak to parents and children involved in our church/community and to seek to build a good rapport

### PERSONAL QUALITIES

- Committed Christian with a live Church connection and a belief in the work of the Church of Scotland. This is a Genuine Occupational Requirement in terms of the Equality Act 2010.
- Well-developed interpersonal, verbal and written communication skills
- Openness to and able to evidence different ways of working and trying new initiatives
- Flexibility and adaptability
- Ability to work on own initiative as well as under direct leadership.
- Enthusiastic, approachable, kind and caring

## **VACANCY : PART TIME FAMILY WORKER**

### Terms and Conditions:

- Salary up to £22,000 pro rata per annum, depending on age and experience.
- This is a 3 year part time post
- Normal hours of work will be 7 hours per week; the nature of the work calls for a degree of flexibility, thus hours of work, which are as agreed with the Minister, may vary.
- Weekend / evening work may be required.
- The post is based at Barnhill St Margaret's Church
- There are 5 weeks pro rata annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 pro rata statutory holidays.
- In view of the nature of the post, the successful candidate will be required to have membership of the Protecting Vulnerable Groups Scheme.

## Person Specification – Children Families Worker

<b>Skills, Abilities, Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Formal qualification in Family/Children work		✓
Experience in Family/Children work	✓	
A track record in a comparable role		✓
Ability to engage with families with little or no church connection	✓	
Ability to work within a school environment contributing to a school chaplaincy team	✓	
Experience in planning and delivering events and activities for children and families		✓
Excellent planning skills with ability to organise and prioritise workload	✓	
Good communication skills oral and written	✓	
Knowledge and experience of using effectively and safely IT and Social Media	✓	
Holder of valid full driving licence		✓
Holder of valid licence to drive community minibus		✓
<b>Personal Qualities</b>		
Committed Christian with a live Church connection – a Genuine Occupational Requirement in terms of Equality Act 2010	✓	
Ability to communicate Christian faith imaginatively to families and children	✓	
Proven ability to work collaboratively in a team environment but also having the personal drive to work independently	✓	
Openness to try new ideas and learn from experience	✓	
Natural enthusiasm and energy to tasks in hand	✓	