

THE CHURCH OF SCOTLAND

JOB DESCRIPTION

Title of Post: Children and Family Worker, Mannofield Parish Church, Aberdeen

**Responsible to:** This is a Ministries Council Appointment but you will be responsible to the Parish Minister of Mannofield Parish Church in the first instance.

Date: December 2018

Hours: Part time: 18.75 hours per week

Main Purpose of post: Build and develop relationships with young families and their young children within the Congregation and the Parish. Excite children and families through imaginative and innovative ways in sharing the Gospel. Support Young People in Faith and Life Development

Context: Mannofield Church is a large congregation that has undergone a major redevelopment of its building (completed Autumn 2016) for the purposes of significantly developing its mission.

The congregation’s objective moving forward is to show and share God's love by being a place of friendship, learning, support, guidance and care. There is a desire to build a ministry to young families and children.

# **MAIN DUTIES**

Key Aims of Post:

* Understand the range of activities/groups available in the local area for young families and children of primary school age
* Build relationships with the existing children’s groups within the Church and create new events where appropriate.
* Lead the congregation towards a stronger connection with young people and their families living within the parish
* Identify possible new events to run instead of, or alongside, existing Young Church.
* Seek volunteers to help run events such as ‘Messy Church’, ‘Who let the Dad’s Out’ events etc
* Consider the value of running holiday clubs and other outreach events.
* Support the minister in building relationships with young families within the Parish (members and non-members)
* Support the minister in developing Chaplaincy work within the primary school in the Parish
* Link up with other Christian children and families’ workers and networks within the district (including Cluster Group) with a view to reaching out effectively to young people in the community.

Key Duties and Responsibilities:

 Mission

* Be active in the congregation’s activities within the community and to take a lead in events designed to achieve the key aims of the post as stated above.

Worship

* Participating occasionally in public worship on Sunday and Wednesday Mornings.

(All worship involvement to be In Line with the Part-Time Nature and the key aims of the post)

Pastoral

* Supporting the Minister occasionally in the provision of pastoral care

Chaplaincy

* Assisting the Minister in chaplaincy to local primary school.
* Building relationships with the congregation’s Youth Organisations and Toddler Groups.
* Contributing to the Integration of different generations into the life of the congregation.

Additional Duties

* To communicate to the Kirk Session and congregation, information and vision for the work at least half yearly and attend Kirk Session meetings if requested.
* To play an active and full part in the annual Team Report submission to Presbytery

To contribute fully to the Ministries Council appraisal process

Person Specification: Pastoral Assistant

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|  | Essential  | Desirable |
| Skills, abilities and knowledge |  |  |
| Experience in Family/Children WorkA track record in a comparable roleAbility to communicate Christian faith imaginatively to families and childrenAbility to engage with families with little or no church connectionAbility to engage with families with little or no church connectionAbility to work within a school environment, contributing to a school chaplaincy teamExperience in planning and delivering events and activities for children and familiesExcellent planning skills with ability to organise and prioritise workloadGood communication skills, both oral and writtenHolder of a valid full driving licenceHolder of a valid licence to drive a community minibus | ✓✓✓✓✓✓✓✓ | ✓✓✓ |
| Personal Qualities  | Essential | Desirable |
| Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010Proven ability to work collaboratively in a team environment but also having the personal drive to work independentlyOpenness to try new ideas and learn from experienceNatural enthusiasm and energy | ✓✓✓✓ |  |
| Educational requirements | Essential | Desirable |
| Qualified to degree level or similar or accredited training in Family Children Work or can demonstrate significant, relevant and recent experience in this area of workOn-going commitment to continuing professional development including willingness to develop new skills as required  | ✓ | ✓ |

Children and Families Worker

Terms and Conditions:

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* This is a part time permeant post. Salary is on a scale of £24,630 - £27,843 pro rata per annum. The successful candidate will start at point 1 of a 5 point scale and then move up the scale in annual increments.
* Normal hours of work will be 18.75 hours per week. The nature of the work calls for a degree of flexibility, thus hours of work, which are agreed with the parish Minister, may vary from day to day.
* The post is based at Mannofield Parish Church.
* There are 5 weeks pro rata 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.
* Travel expenses by public transport or by use of own car (if appropriate) at rates agreed by the Employer are payable and reviewed annually. Car mileage allowance will be paid by the employer in the first instance and reclaimed by the Congregation on a quarterly basis.
* Membership of Disclosure Scotland PVG Scheme will be required.
* In order to comply with the Asylum and Immigration Act 1996, the successful applicant will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.

For More information please contact Rev Keith Blackwood, 01224 315748 or by email: kblackwood@churchofscotland.org.uk

Closing date: 12 noon on Wednesday, 16th January 2019. Please complete both [Application Form A](http://www.churchofscotland.org.uk/__data/assets/pdf_file/0007/29806/Employment_Application_Form_A.pdf) and [Application Form B](http://www.churchofscotland.org.uk/__data/assets/pdf_file/0008/29807/Employment_Application_Form_B.pdf) and send to recruitment@churchofscotland.org.uk