



**Application Pack**  
**Children & Families Worker**  
**St Columba's Hillhead Church**  
**Kirkintilloch**



# St Columba's Hillhead Parish Church Kirkintilloch

Old Aisle Road, Kirkintilloch, G66 3HQ

[www.kirkintillochstcolumbas.org.uk](http://www.kirkintillochstcolumbas.org.uk)

## Children and Families Worker

### St Columba's Hillhead Church of Scotland

#### Kirkintilloch

**Salary £23,000 - £25,000 (pro rata, dependent on experience)**

**Full-time – 37.5 hours**

**(a Part-time appointment of 0.6wte or more will also be considered)**

This exciting new role of Children and Families Worker is based at St Columba's Hillhead Church of Scotland. St Columba's Hillhead is an active, warm and friendly church located over two sites in East Kirkintilloch. Our vision is "to know Him and make Him known".

We are looking for someone who is creative, enthusiastic, adaptable and who is passionate about following Jesus. You should be able to develop initiatives and be able to work independently, be a keen team player and have experience of working with volunteers.

You will help our work with children and families develop and grow, build on relationships in the community as well as with local schools and other churches. You should have recent experience of church-based children's work (paid or voluntary) and have vision to work with children and their families who do not currently have connections with church.

For this post it is an Occupational Requirement (Equality Act - part 1, schedule 9), that the post-holder is a committed Christian.

Whilst this post is advertised as a full-time appointment, we would consider a part-time appointment of 0.6wte or more.

For more information, please contact Rev Philip Wright on 07427 623 393 or [pwright@churchofscotland.org.uk](mailto:pwright@churchofscotland.org.uk) or download an application pack from our website: [www.kirkintillochstcolumbas.org.uk](http://www.kirkintillochstcolumbas.org.uk)

**Closing date:** Thursday 7 September 2023 (12 noon)

**Interview date:** Friday 15 September 2023

#### Minister:-

Rev Philip Wright

Email: [PWright@churchofscotland.org.uk](mailto:PWright@churchofscotland.org.uk)

Mob: 07427623393

Scottish Charity No:- SC008735

#### Session Clerk:-

Mrs Anne Inglis

Email: [anne.inglis@ntlworld.com](mailto:anne.inglis@ntlworld.com)

Mob : 07895437011



THE CHURCH OF SCOTLAND  
ST COLUMBA'S HILLHEAD PARISH CHURCH, KIRKINTILLOCH  
JOB DESCRIPTION

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|                       |  |
|-----------------------|--|
| Title of Post:        | Children and Families Worker   |
| Responsible to:       | This is a local church appointment. You will be responsible to the Parish Minister of St Columba's Hillhead, Kirkintilloch in the first instance.  |
| Main Purpose of post: | To support and develop work with children within the church and grow work with children and families within our community. The successful applicant will display vision and possess pastoral and leadership skills to nurture and encourage children and young people, in our church and the surrounding area, to grow in Christian faith. |
| Contract Term:        | 2 years full-time (or 0.6wte or more part-time by arrangement) fixed term in the first instance.   |

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### CONTEXT

St Columba's Hillhead Parish Church is an active, warm and friendly church located over two sites in East Kirkintilloch. We are part of the Church of Scotland in the Presbytery of Glasgow. Our vision is: "to know Him and make Him known". We seek to know God more as we learn from the Bible at our Sunday and Wednesday morning services, and Small Group Bible Studies. We seek to make God known through the various groups and activities of the church that take place through the week. We believe that prayer is central to all that we do.

### MAIN DUTIES

The list below (subdivided into church, schools, holidays and general) is intended to give an indication of the range of duties for the role. Other tasks/responsibilities appropriate to the remit will be expected as required.

#### Church

- to coordinate, support and develop the children, youth and families programme of activities at St Columba's Hillhead on a Sunday and at other times
- to be involved in the planning and leading of All Age Services
- to get to know children and their families involved with the "Little Fishes" and "Busy Bees" Carer and Toddler group and The 1<sup>st</sup> Kirkintilloch Boys' Brigade.
- to participate in activities run by St Columba's Hillhead for young people with Additional Support Needs and their carers.
- to explore and introduce new activities for children and families eg Messy Church
- to involve church youth in the life of the church and create appropriate opportunities for growing in service

#### Schools

- to be part of school chaplaincy teams (Oxgang Primary, Hillhead Primary, Kirkintilloch High School) delivering Religious Observance assemblies and classwork
- to explore opportunities to establish clubs for school pupils (eg homework club, sports, music, Scripture Union group)
- to explore the opportunity/need for a breakfast club

## Holidays

- to use holiday periods to provide activities for children, young people and families eg holiday club, sports, music or drama activities
- to identify opportunities and activities to further mission with children and families

## General

- to promote the work amongst children and families within the wider congregation
- to take responsibility for the administrative work in relation to children and families including correspondence and communication
- to liaise with the safeguarding officer to ensure recruitment and monitoring of volunteers is appropriately maintained
- to ensure volunteers are recruited, trained and supported for all activities
- undertake professional development through active participation in regular work coaching, appraisals, supervision and internal or external training as required or individually identified

## OCCUPATIONAL REQUIREMENT

An Occupational Requirement applies in terms of the Equality Act (part 1, schedule 9).

This post requires the occupant to have a personal faith in Jesus Christ as Saviour and Lord and to believe the Bible to be fully trustworthy in all that it affirms, and the highest authority for faith and life. These principles require to be applied alongside the professional skills required in this role.

Appointment will be subject to a satisfactory PVG Scheme Disclosure.

## PERSON SPECIFICATION: CHILDREN & FAMILIES WORKER

| Criteria  | Essential | Desirable |
|---|-----------|-----------|
| <b>Work Experience/Skills</b>   |           |           |
| Good written, communication and presentation skills   | ✓         |           |
| Computer literate – experience of Word, Excel, Powerpoint, Outlook  | ✓         |           |
| Demonstrate understanding of Scottish School system   |           | ✓         |
| Ability to communicate effectively, confidently, sensitively and diplomatically in a variety of settings – one to one, small group and large groups | ✓         |           |
| Experience of working with children and young people in a church and community setting  | ✓         |           |
| Experience of working with young people with ASN  |           | ✓         |
| Experience of using sport/music/drama in children's/young ministry  |           | ✓         |
| <b>Leadership</b>   |           |           |
| Ability to inspire confidence and accept responsibility in a variety of contexts  | ✓         |           |
| Able to get alongside teams of volunteers and inspire, encourage and equip them   | ✓         |           |
| Understanding of appropriate delegation   | ✓         |           |
| <b>Education</b>  |           |           |
| Relevant qualification or significant experience in youth work, community work, teaching  | ✓         |           |
| Willing to continue training as necessary   | ✓         |           |
| <b>Social</b>   |           |           |
| Has the confidence of their church fellowship and is enthusiastic about being part of the worship life of a church                                  | ✓         |           |
| Able to undertake occasional evening duties   | ✓         |           |
| Able to undertake occasional weekend duties   | ✓         |           |
| Ability to initiate and build positive relationships with children, young people and adults   | ✓         |           |
| <b>Aptitude</b>   |           |           |
| Ability to articulate biblical truth clearly, sensitively and confidently especially with children and young people                                 | ✓         |           |
| Ability to encourage others in Christian discipleship   |           | ✓         |
| Capacity to multi-task across a number of projects  | ✓         |           |
| Ability to be proactive and work independently, seeking support as required   | ✓         |           |
| Resilient, creative and innovative  | ✓         |           |
| <b>Other</b>  |           |           |
| Willing and able to use own transport and have a full current driving licence   |           | ✓         |
| Be a committed Christian with a live church connection  | ✓         |           |

## **TERMS AND CONDITIONS OF SERVICE**

### **1. HOURS**

The post is full-time, working 37.5 hours per week although a part-time appointment of 0.6wte or more would be considered. The nature of the work calls for a degree of flexibility, thus hours of work, which are as agreed with the Parish Minister, may vary from day to day.

### **2. PROBATIONARY PERIOD**

The first 3 months of your employment will be probationary. Your performance will be reviewed throughout this period. If your performance is satisfactory at the end of this period your appointment will be confirmed. The employer reserves the right to extend your probationary period.

### **3. BASE**

Office space is provided at the St Columba's site of St Columba's Hillhead Church.

### **4. TERMINATION OF EMPLOYMENT**

During the probationary period the notice required to be given either by you or St Columba's Hillhead Church to terminate your employment is one week.

Except during the probationary period the length of notice which you are obliged to give St Columba's Hillhead Church to terminate your employment is one month.

Except during the probationary period the length of notice, which you are entitled to receive from the employer to terminate your employment, is one month.

Your employment may be terminated summarily in the event of a breach of contract by you that warrants summary dismissal.

### **5. SALARY**

Salary will be in the range of £23,000 - £25,000 (for a full-time appointment) depending on experience and qualifications. Salary will be paid in arrears on a 4-weekly or 5-weekly basis, on the last Sunday of the month.

### **6. HOLIDAYS**

There are 5 weeks annual paid leave pro rata in each full holiday year which runs from 1 January to 31 December. There are also 9 pro rata statutory holidays.

### **7. TRAVEL EXPENSES**

Travel expenses by public transport or by use of own car at rates as agreed by your line manager may be re-claimed from St Columba's Hillhead Church on a monthly basis.

**Closing date:** Thursday 7 September 2023

### **How to Apply**

Applications should be sent by email to Rev Philip Wright, [pwright@churchofscotland.org.uk](mailto:pwright@churchofscotland.org.uk) and must be received by 12 noon on the closing date.

Applications should comprise:

- A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description. Please include names and email addresses of two referees, who will not be contacted until later in the process.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.

Applications without a CV and personal statement will not be taken forward in the process. Each document should be a maximum of 2 sides of A4.

For more information, please contact Rev Philip Wright on 07427 623 393 or [pwright@churchofscotland.org.uk](mailto:pwright@churchofscotland.org.uk)