

Windsor Baptist Church

Part-time Children's Worker Job Description

Title:	Children's Worker
Responsible to:	Youth Pastor / Church Elders
Hours of work:	18 - 21 hours per week to be worked flexibly
Length of Contract:	Up to 3 years from September 2017 <i>(subject to 6 month probationary period and then subsequent annual appraisal)</i>
Financial Arrangements:	£11,512 - £13,431 p.a.
Holiday Entitlement:	TBC

1 – PURPOSE

The vision of Windsor Baptist Church is to be a church without walls. The purpose of the children's worker is to lead 0-11s into a growing relationship with Jesus, through partnering with parents, maximising volunteers and involving the wider church family.

2 – AIMS & RESPONSIBILITIES

- To take a lead in discipling children (0-11s).
- To develop, communicate and implement a vision and strategy for working with children.
- To work closely with the Youth Pastor to ensure effective coordination and continuity of work with children, young people and their families.
- To help co-ordinate, develop and deliver children's ministry.
- To help recruit, train, encourage and communicate regularly with volunteer teams, and providing care when required.
- To work with the staff team, volunteers and parents in providing support for children, especially around key transitions in their journey.
- To represent the needs of the children and their leaders to the church and encourage their integration into the wider life of the church.

- To foster our relationship with Fane Street Primary School.
- To provide a catalyst for outreach in the communities served by Windsor.
- To ensure all AccessNI Checks and training is completed by volunteers.
- To play an active role in the wider staff team, contributing to and developing all-age events within the church.
- To undertake any other responsibilities deemed appropriate by the church leadership.

3 – PERSONAL SPECIFICATION

ESSENTIAL:

- Evangelical Christian commitment.
- Willingness to work within the ethos and doctrinal beliefs of the church.
- Relevant qualification(s) and experience of working with children in Foundation Stage, Key Stage 1 and/or 2.
- Experience of working with children with special educational needs.
- 2 years experience in discipling children within church-based ministry.
- A pastoral heart and passionate about children's ministry.
- An understanding of and a commitment to the needs of children.
- Excellent communication, organisational and prioritisation skills.
- Strong vision, initiative, self motivation and an ability to work flexibly.
- Ability to work as part of a leadership team to inspire, equip and lead others.
- Any other part-time job needs to be compatible with this post.

DESIRABLE:

- Competent with IT including software such as Word or Pages.
- Willing to live within an 8 mile radius of the church.
- Full driving licence and access to a car.
- Availability on a Wednesday afternoon for team meetings.

4 – SAFEGUARDING

The post-holder will ensure that the Safeguarding Procedures are complied with, and that all children's team members are trained in good practice (with the support of the Church Safeguarding Officer).

5 – STAFF TEAM

The post-holder will participate in the work of the Leadership Team, including regular team meetings. When required, to provide a report on Children's Ministry to the Elders / Church Members Meeting.

6 – HEALTHY MINISTRY

Have a disciplined life of prayer, Bible study and wider Christian reading, supported by a Spiritual Mentor or Small Group.

7 – PERSONAL DEVELOPMENT

An openness and commitment to grow in knowledge and competency is important. The post-holder would be expected (and released) to engage in appropriate training through courses, conferences and in particular, theological study.

8 – SESSIONS

To be agree with post-holder. For example: Based on 21 hours broken into 3 hour sessions, gives 7 sessions to be worked per week. The post-holder must use 1 session on a Sunday morning, 1 session for personal development, leaving 5 sessions to be worked flexibly – not working more than 2 sessions in a row.

NOTES: There is a genuine occupational requirement that the post-holder is a Christian. Appointment is subject to references and an Enhanced Access NI disclosure.