

Job Specification

Role: Children and Families Worker

Part-time: 25 hours per week

Purpose of the role:

- To lead, encourage and develop the Children and Families Ministry at RBC in order to enable our children and their families to grow spiritually.
- To encourage and enable our Church families to share their faith with their children, participate in church life and engage in fellowship with one another.
- To build on our outreach to children and their families in our local community.

Vision and Strategy:

Our Ministry is a vital part of meeting our RBC mission: Building a vibrant, Christ-centred community with a vision for extending His Kingdom.

Children & Families:

As part of our children's ministry we provide opportunities for children and families to encounter God, to find friendship, encouragement and support and have fun in a way that helps them to learn more about Jesus.

We welcome all children and families, and we work as a team to plan inspiring activities that teach our children about God and help them to experience how much he loves them.

The C&F Worker will:

General: (Supported by the CYF Team Administrator)

- Lead the C&F Ministry, with specific responsibility for the leadership and oversight of the vision for RBC's C&F Ministry.
- Develop, in cooperation with the Church Leadership team, a relevant and appropriate strategy for the growth of our C&F Ministry.

- Ensure that all our young people are ministered to in the power of the Holy Spirit, grounded in biblical teaching and are building a community with each other.
- Build on our programme of events, including outreach, to support the spiritual development of our Children.
- Create opportunities for parents of young people to engage with each other and Church life through fellowship, support and activities.
- Ensure the programmes are easily accessible to all and meet the requirements of the vision.

Volunteers: (Supported by the CYF Team Administrator)

- Recruit, lead, encourage and grow a team of volunteers to support the C&F ministry.
- Develop the volunteers' skills and support them in their ministry.
- Ensure the volunteers are suitably trained in current safeguarding policy and age appropriate interaction and teaching techniques.

CYF activities programme: (Supported by the CYF Team Administrator)

- Ensure the delivery of sound biblical teaching to all our Sunday groups for children.
- Work with the Youth Leader and volunteers, to ensure a clear 'Children - Youth continuum,' that supports our babies, children and youth transition through our age related programmes into adulthood.
- Be responsible for all our midweek groups for babies, toddlers and primary school children.
- Oversee delivery of 'It's your move' assemblies within local schools with Year 6 children with the Youth Leader.
- Plan, coordinate and facilitate visits for our 'Open the Book' team within the OTB framework.
- Write and deliver assemblies to local primary schools.
- Work alongside the Youth Leader and the Family Worship Team (Volunteers) to plan and coordinate family services and children's talks as part of our Sunday morning services.
- Plan and lead outreach events, particularly those relevant to the Christian calendar, including but not restricted to, our Pancake party, Easter events, Light party, Christmas craft event.

- Plan and lead our Good Friday service alongside the youth worker providing for children and young people in parallel with our 'main' service.
- Maintain the children's library.
- Ensure RBC families are supported and provided with Christian Parenting resources and events.

Engagement and keeping the leadership and the wider church informed:

- Be accountable to the Trustees during the development of any strategy and objectives for the C&F ministry and supply budgetary proposals
- Keep the church members informed about strategy and developments in C&F work and bring to the whole church regular prayer requests.
- Agree with the Leadership team a set of desired outcomes so that progress towards the vision can be demonstrated periodically.

Compliance, environment and equipment:

- Ensure that the facilities continue to provide a culturally relevant environment where our children and their families feel comfortable, safe and welcome.
- Ensure safeguarding procedures are followed in all C&F activities.
- Ensure compliance with all legislation in terms of operational functions (e.g. Data Protection, Health & Safety, etc).

Wider church, local and national links and networks:

- Assist, when required, with any special services/events at RBC especially Easter, Holiday Club and Christmas.
- Develop, wherever possible, links with local organisations, fellow C&F workers and statutory bodies relevant to the church's work that will enable development and growth.
- Keep up to date with other C&F work initiatives, external events etc.
- Develop an informed prayer support base within the church for all aspects of the C&F Ministry.

General duties as part of RBCs staff team:

- Participate and attend weekly staff and prayer meetings

- Attend one to one meetings with Line Manager
- Attend relevant training courses as required, obtaining prior approval from your Line Manager for external courses which require time off or RBC funding

Skills, Qualifications, Competence Level:

Qualifications/Education Required:

- A Levels (or equivalent), good life experience will also be considered.
- English and maths GCSE are essential minimum level 4 (C grade) qualification required
- Full enhanced DBS disclosure

Experience/Knowledge Required:

- Experience working with children is essential.
- Experience of managing volunteers.
- Good understanding of planning and delivering biblical teaching
- Event Planning / project management experience.
- An understanding of the needs and issues of the children and families of today
- Good understanding
 - Safeguarding and child protection
 - Health and safety and Data protection is desirable.

Personal Competencies Required:

- Able to communicate vision and to recruit, lead and encourage volunteers and teams.
- Able to empower and lead adults who have a gift for engaging, discipling and teaching children - and would themselves lead by example in these areas.
- Able to lead and work within a team.

- A hunger to see the Holy Spirit move in power throughout the church.
- Willingness to learn from others and to impart skills where needed.
- Able to prioritise and manage time well in a busy church environment.
- Ability to organise events from inception to completion and to ensure that the relevant aims have been accomplished.
- IT competent and able to communicate to children, parents and others.
- A kind, and flexible attitude with a 'servant heart'.
- A strong desire to pursue personally God in prayer, Bible study and worship.
- Committed to being fully involved in the life of RBC, including Church membership.

Supervision and Support:

- CYF Team Administrator / Youth Leader
- Line management meetings.
- Attendance of weekly staff meetings.

Genuine Occupational Requirement:

- It is a Genuine Occupational Requirement that the employee in this role is a committed Christian.