

Children & Families Team Leader Role Description

ST JOHN'S CHURCH
LOCKS HEATH



Job Title	Children & Families Team Leader
Salary	£23,000 - £26,000 per annum according to experience
Employed by	The Parochial Church Council of St John the Baptist, Locks Heath
Accountable to	The Vicar of St John the Baptist, Locks Heath
Hours of work	Full time (40 hours per week), worked flexibly as required, including weekends and evenings. A job share arrangement would be considered for the appropriate candidate(s).
Length of contract	Permanent, subject to satisfactory completion of a 6-month probationary period. Funds have been identified for the first 5 years, with the intention to continue to identify funds to finance this role thereafter.

Key purpose of the role

To lead, enable and contribute to work among children, youth and families in the parish of St John's, with the aims of bringing young lives to know Jesus as their Lord, to be filled with his life-changing and world-changing Spirit, and to enter into lifelong discipleship.

Key Relationships

- Children, youth and families in the church - building trust and influence
- Volunteers in the church working with children and young people - building great, empowering and encouraging relationships
- The Leadership Team (currently the Vicar, Churchwardens, Operations Manager and Curate) – contributing as a member of the team
- Administrative staff and volunteers in the office – bringing the best out of those who support us
- The Diocesan network of youth and children's workers – for encouragement, support and ideas

Description of the role

Generally:

- To help to develop the church's vision and strategy as part of the Leadership Team, and to work with the Leadership Team to translate and implement that vision and strategy in working with children, youth and families
- To ensure work with children, youth and families maintains direction and energy

- To facilitate excellent inter-generational relationships, working to include children, youth and families fully in the church family as valuable and contributing members of the Body of Christ
- To advocate for children, youth and families, taking opportunities to teach, challenge and encourage the whole church (including participating in church services on a regular basis, especially in an All Age context)

Specifically:

- To lead by example, demonstrating and teaching best practice and skills by regular involvement in all areas of work with children, youth and families
- To co-ordinate, train, encourage, enable and equip volunteers working with children and young people in the church
- To provide regular feedback and encouragement to volunteers working with children and young people, and to provide a 'line management' role to them
- To ensure our work with children, youth and families is as safe as possible, developing a culture of risk awareness and following best safeguarding practices.
- To forward plan, drawing on the best resources available to put together a clear and coherent curriculum which builds on key concepts and knowledge through the years
- To work with volunteers to reflect on work done with a view to discerning what God is doing, and improving for the future

Regular requirements:

- To attend the 10.45am service every week, usually leading or participating in work with children at that service
- To attend
 - the 9.15am Sunday service every week, and
 - the 8am Sunday services and Wednesday communion services at least once a month to facilitate good communications and build relationships with the whole church
- To attend and contribute to the church leadership team meetings
- To work regularly with the leadership team, reporting on your work and drawing support, ideas and encouragement from them
- To attend regularly PCC meetings as an observer and contributor

Person specification

Personal qualities:

- A person with a living and active faith in Jesus Christ, committed to growing in holiness and maturity
- A person filled with and empowered by the Holy Spirit
- A person committed to sharing the good news of Jesus' death and resurrection with sensitivity and boldness
- A great communicator, good with people of all ages
- A person with the ability to lead and inspire others, and to build great teams
- A person who values, appreciates and is able to enable worship through music is desirable

Qualifications and experience:

- Recognised training and / or relevant experience in working with children, young people or young families. Training to degree level is desirable but not essential
- Experience of leading in a similar role
- A track record for being able to motivate and enable others, and able to build effective teams
- Familiarity with key legislation relating to working with children and safeguarding
- A full driving licence and access to a car is desirable but not essential

Development opportunities

- Regular one-to-one meetings and annual appraisals will consider development opportunities as they emerge
- Support and training from the Diocese of Portsmouth, particularly the network of youth and children's workers

Legal requirements

- The successful applicant will be required to undertake an enhanced DBS check before appointment
- It is a genuine occupational requirement of this role that the post holder is a committed Christian
- We are only able to consider applicants who are already permitted to and can provide evidence of their eligibility to work in the UK.

Key outcomes

Outcomes expected by the end of 6 months (end of probationary period)

You will have focused on the church's work with children and young people on Sundays.

- Held one-to-one meetings with all of the Sunday group volunteers in order to:
 - develop relationships
 - develop an understanding of the context of work with children and young people at St John's church
 - identify development and training needs
- Reviewed and (where necessary) revised the structure of the Sunday work with children, and assessed the needs of the teams that resource them
- Drawn on the best resources available to put together, working with the Sunday group volunteers, a clear and coherent programme for each of the Sunday groups which builds on key concepts and knowledge through the years
- Have begun to develop a training and development programme for group leaders
- Taken on leadership of one of the Sunday groups (at the 10.45am service)
- Begun to meet with the families of children and young people in St John's church
- Regularly taken a role in organising, leading and teaching at the monthly All Age Worship services
- Have developed a strategy for, and begun to communicate effectively with the whole church about, the work with children, young families and young people
- Reported to the PCC on the first 6 months of your role

Looking further ahead

At the end of your probation period further specific outcomes will be agreed between you and your line manager, in consultation with the leadership team.

Examples of the sort of goals that might be agreed are set out below. You will probably have other ideas of your own and we hope to be able to build on your strengths and enthusiasms rather than presenting a list of pre-determined goals.

- Have enabled worship in our Sunday groups:
 - engaging in sung worship
 - praying - engaging in rich corporate and personal prayer, and being confident to pray in groups and for each other
 - developing spiritual disciplines for listening to God and living well
 - encouraging encounters with the presence of God and the Holy Spirit

- Have launched a new mid-week initiative for 8-12 year olds, with a strategy for engaging with the whole family centered on that mid-week group
- Have initiated a major occasional event at least annually, e.g. a holiday club or celebratory event
- Have organised and led a residential event for older children
- Have begun enabling mid-week initiatives, events and residentials for a variety of age ranges
- Have built and co-ordinated skilled and enthusiastic teams to work in our local schools (St John's Primary, Locks Heath Infants and Junior, Park Gate Primary and Brookfield Secondary)
 - supporting assemblies and collective worship
 - supporting the RE curriculum
 - supporting school governance (e.g. by identifying people suitable to serve as Christian school governors)
- Have developed a long-term strategy for sustaining teams working in all of these areas
- Working with volunteers and the church's leadership, have helped to develop a strategy and build teams to:
 - enable young people to make the transition into adult congregations and groups, including those moving away for university or work
 - mentor and disciple young people within safe relationships of trust
 - and to begin lifelong discipleship
- Have enabled regular residentials, mission trips and social action initiatives, in this country and abroad
- Have built a case and helped to identify resources to expand the full-time employed children's and young people's team

The purpose of St John's church

This role is part of the wider ambition of the church to be a place of Life, Hope and Joy:

“Reaching out with the love of Jesus to bring hope and change to our world.”

The church aims to invite people into a journey of faith:

- CONNECT have a positive encounter with the church community through warm hospitality, welcome and friendship
- DECIDE make a lifelong commitment to following Jesus
- GROW develop disciplines to support a whole life journey of faith and to grow in maturity and faith
- GO transform the world with practical service and action

This Role Description, Person Specification and description of Key Outcomes may be reviewed and amended in accordance with the church's requirements from time to time.

I have read and I accept the contents of this document as set out above, and I will adhere to the guidelines as required. I confirm that I will carry out my job effectively, safely and to the best of my ability.

Name of Post Holder: _____

Signature of Post Holder: _____

Date: _____

Received by Line Manager: _____