

## Alverstoke Parish Vacancy: **SCHOOLS & FAMILIES LEAD (part-time)**

If you are enthusiastic about children, schools and families; if you're passionate about your faith, self-motivated in mission and a good communicator; then this job or a part of it could be made for you!

In Alverstoke parish we engage with six schools: three infant and three juniors. We provide three toddlers groups in the community and we run outreach activities for children and families during the week. We're passionate about children belonging to church, engaging with worship and growing in their faith and love for Jesus.

If you join us you'll be part of our church leadership team with responsibility to be our 'lead' in this key priority area of outreach and mission.

In managing your own diary the post is offered for 25 hours per week (flexible) for a salary of £14,638 (£11.26 per hour/pro rata full time 38hr equiv: £22,250) for an initial two year period.

*We are willing to explore the division of this job into two posts around midweek (20 hrs pw) and Sundays (3 Sunday morning hrs plus 2 flexible hrs pw) with the midweek role assuming overall Lead.*

This role includes Christian teaching plus leading in prayer and worship within the Anglican Church and so it is a genuine Occupational requirement (GOR) that the applicant is a practising Christian.

Application packs with the role description, person profile and application form are available for download from the parish website at [www.stmarysalverstoke.org.uk](http://www.stmarysalverstoke.org.uk)

**Closing Date for application: Monday 27<sup>th</sup> March 2023**

**Proposed Interview date: Friday 31<sup>st</sup> March 2023**

[www.stmarysalverstoke.org.uk](http://www.stmarysalverstoke.org.uk) Follow us on Facebook at Alverstoke Parish Church

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# Schools and Families Lead:

## ROLE DESCRIPTION

### Working during the week

- Lead our relationship with schools. This will be through co-ordinating our 'Open the Book' assembly team; leading Collective Worship in three church schools; supporting occasional special activities such as 'Prayer Spaces in School'; curricular support and school visits to church; developing community links; plus attending two church/school 'Forging Links' forums and liaising with the church's Foundation Governors and school leadership/staff.
- Oversee our three thriving toddler groups which run in term time with a good team of volunteers.
- Line Manage staff sharing in Families ministry including the Seahorses and Bumblebees Session leader(s).
- Develop further the next step families may take in their faith journey.
- Develop mission in Leesland both through engaging with the school and by liaising with and supporting other community initiatives with the team at St.Faith's Church.
- Develop new activities/clubs for KS2 and KS3 age groups. Identify and support opportunities for collaboration within the Gosport Deanery eg. Youth Alpha.
- Lead the monthly Family Fusion (formerly Messy Church) and occasional Family Fun Days, school holiday activities and other events.
- Support and equip families and in their bringing children up in the Christian faith through occasional parent/carers courses and socials etc.

### Working on Sundays

- Welcome families to Sunday morning coffee and Church Alive at St.Mary's, Alverstoke
- Oversee, grow, co-ordinate and train the Sunday team, provide resources and lead children's group activities.
- Advise and share in the leading of family friendly worship at Church Alive.
- Lead occasional Sunday afternoon sessions such as 'Forces Family Tea', family picnics or Sunday Fusion/Light Party.
- Connect with the children and families of the Junior Singing Group/Choir and church Sailing Club (occasional Sunday afternoon).
- Support parents/carers in bringing children up in the faith.
- Assist the team in the development, training, administration and follow-up of children's baptism ministry.

## Team Leadership, Administration & Communication

- Host planning and support meetings, training and prayer for the development and encouragement of the children's/families ministry team.
- Lead on the future shape and sustainability of schools and families ministry, including the financing of all groups and mission initiatives.
- Recruit new team members, to create role descriptions for volunteers and ensure all policies (including Safeguarding) are implemented and adhered to.
- Be responsible for administration and communication requirements within the remit of families and schools ministry, in liaison with the Parish Office staff.
- Oversee risk assessments for all activities and the resourcing of equipment.
- Liaise with colleagues performing similar roles in other Gosport Deanery parishes.

## Your Working Conditions

- As a member of the church ministry and leadership team you will attend team meetings with clergy and others; passing on relevant pastoral or other concerns, and giving occasional reports to the Parochial Church Council.
  - As a staff member you will complete an enhanced DBS disclosure and keep diocesan Safeguarding training up to date; you will undertake training where necessary such as First Aid.
  - Two year fixed term contract at 25 hours per week worked flexibly.
  - Statutory holiday entitlement
  - NEST Pension scheme available
  - Requirement to work at the Michaelmas Fayre, Christmas Eve and Good Friday.
  - 6 month induction
  - Contract may be terminated with one month's notice by either party
  - Employer: Alverstoke Parochial Church Council
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## PERSON SPECIFICATION

Method of Assessment:

A = Application Form    I = Interview    E = Evidence    R = Reference

Criteria	Essential	Desirable	Method of assessment
Education and training	A good standard of written English (GCSE or equivalent)	A nationally recognised qualification in children's or Youth work (i.e. JNC in Youth Work or College Certificate in Children's ministry)	A, E
Experience	Active member of a Christian Church *	Experience and understanding of Fresh Expressions and pioneer ministry	A, I, R
	First hand experience of leading or co-ordinating activities for children and young people	Experience of working in a local church and school context with children or families	A, I
	Experience of working in a team	Experience of working in a position of leadership within a team	A, I
		Experience of leading and nurturing teams of volunteers	A, I
Knowledge and skills	A clear understanding of children and young people and the principles of ministry amongst them		I
		Ability to manage a budget and source extra funding wherever needed	I, E
	Working knowledge of safeguarding and promoting the safety and welfare of children		I, E
		Knowledge of good parenting skills and how to support parenting	I, E
	Literate in IT including the use of social media and word processing	Good presentation and report writing skills	A, I

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	Good organisational skills and the ability to prioritise	Able to assist with strategic thinking and planning	A
	Good people and communication skills		I
	Ability to motivate self and others, and initiate projects		I
Qualities	Flexible, able to adapt to change and to try new ideas		A, I
	Able to articulate what it means to be a well-grounded disciple of Jesus with a mature Christian faith, rooted in the authority of the Bible and power of the Spirit*		A, I
	A gift for sharing the gospel and for facilitating opportunities for children and adults to grow in their faith*		I

\*this role includes Christian Teaching and leading in prayer and worship within the Anglican Church and so it is a genuine Occupational requirement (GOR) that the applicant is a practising Christian

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