

Families Outreach Minister

at St Mary's Rowner

Role Profile & Person Specification

| Job profile | |
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| Job title | Families Outreach Minister |
| Accountable to | Team Vicar, Wardens & PCC |
| Travel required | Within local area |
| Work pattern / hours | Full time, 37.5 hours per week, to be undertaken flexibly including team meeting and Sunday mornings. 2 years fixed, following an initial 6 month probationary period. <i>Having received external funding we have the exciting opportunity to offer this post and hope that it will be permanent. However, due to the nature of the funding, we will review the post at 2 years.</i> |
| Salary | £27k-£32k (depending on experience) |
| DBS check required (Yes/No) | Yes, enhanced |
| Special conditions of employment | None |
| Date written/ updated | January 2024 |

ROLE PROFILE

The Families Outreach Minister will play a vital role in leading the parish in initiatives to increase the church's impact and reach in the lives of children and families within the community, with a particular focus on reaching those who are not currently engaged with church life or activities.

Main duties and responsibilities

While the nature of this pioneer role inevitably means that this role will evolve during the first two years by agreement with the leadership team, key responsibilities will include:

- Lead, support & encourage our existing work with children and families both inside and outside of church.
- Draw in children and families who are on the fringe of church life through deepening relationships.
- Make new disciples, integrating them into the church.
- Pioneer new after school and holiday clubs making good use of our partnership with Transforming Lives for Good (TLG).

- Continue to develop relationships with all local primary schools by taking assemblies, lessons, and in other areas as appropriate.
- Pastorally support families inside and outside of church through home visits.
- Lead and develop further our all-together services.
- Develop whole family discipleship, supporting parents as disciple-making disciples.
- Lead and develop the team of volunteers already involved, supporting them as they lead their groups.
- Attend weekly staff meetings.
- Work closely with the Clergy and appropriate administrators to follow safeguarding procedures and policies to the highest standard.
- Comply with appropriate legislation such as Health & Safety, Data Protection, and Safeguarding.
- Manage and edit social media channels and use them for mission and discipleship.
- With the Team Vicar and SDF team, establish and develop relationships with funding partners and contribute to writing funding bids.
- Use internal & external database and communication platforms, including ChurchSuite and Google Suite.
- General Administration.

Skills, knowledge and experience

Essential:

- A passion for working in a variety of ways that are appropriate to pioneering new Christian communities.
- Experience and proven ability and love of working with children and families from a variety of backgrounds.
- Good interpersonal skills to work with people across different contexts: local councils, schools and community partners.
- An ability to connect and communicate with people of different ages and backgrounds.
- An ability to lead a team of volunteers with a collaborative approach to leadership.
- An enthusiasm and ability to share faith with others, and encourage them on their faith journey.
- An active member of the Church of England or a church in good standing with the Church of England.
- Excellent communication skills both written and oral.
- Excellent organisational and IT skills.

Desirable:

- Project management skills.
- Bid writing experience.
- An innovative creativity.

Character

- A collaborative individual who enjoys working in a team environment.
- A self-motivated, strategic thinker, with a flexible attitude.
- Someone with a high level of confidentiality.
- A team player comfortable in an active staff team who are committed to supporting one another in helping deliver the vision and the day-to-day activity of the parish.

- You develop your own faith through regular worship, prayer, reflection and study, expecting great things of God and living a deeply rooted personal spirituality.
- You maintain a balanced and healthy lifestyle by attending to personal physical and spiritual well-being and needs.
- You keep to high standards in personal conduct, setting and maintaining appropriate boundaries.

Work expectations

- Full time – 37.5 hours per week.
- 25 days holiday per year, plus Bank Holidays (there is an expectation for the role to work on Christmas Day, Good Friday and occasional festivals as required, these will be time of in lieu).
- Whilst the role will require flexible working hours, staff meetings and Sundays are core hours.

Culture

We offer:

- Supportive Wardens and PCC.
- Regular line management and reviews.
- Your expenses paid and a budget for your work.
- Training and ongoing personal development for your role.

As a diocese and a parish, we are committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults, and we expect all clergy, staff and volunteers to share this commitment.

There is a Genuine Occupational Requirement (GOR) that the post-holder be a committed, practicing Christian sympathetic to the aims and objectives of the Church of England.