

JOB DESCRIPTION and PERSON SPECIFICATION



1. JOB IDENTIFICATION

Job Title: Children and Family worker

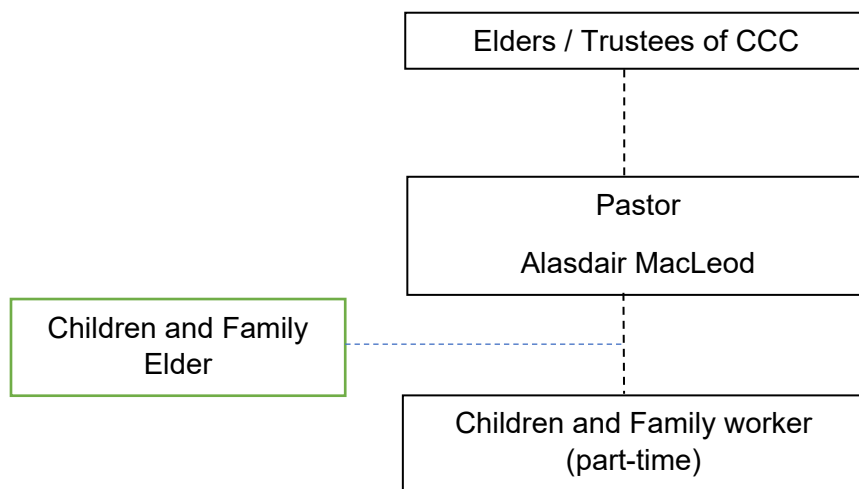
Ministry Area: Children and Family

Place of Work: Culduthel Christian Centre, Inverness

2. JOB PURPOSE

Team Leader coordinating and developing discipleship and outreach ministry to children and families at CCC. Team Leadership of specific areas such as Sunday Kidzone and strategic planning to have a joined-up approach between the ministries. Key responsibility for developing our ministry to young families and toddlers and our links with the primary schools. The age range will be zero up to primary 7 with input into family ministry for all ages.

3. ORGANISATIONAL POSITION



4. CHURCH PURPOSE

Culduthel Christian Centre (CCC) is a vibrant growing evangelical church with a heart for engaging with our local community. We have a long history of outreach to children in the area. Before the pandemic in 2020 we had over a hundred children and young people through our doors each week. At CCC we seek to be fully devoted followers of Jesus, making disciples who make a difference and sharing the good news in the whole of life.

The children and family ministry will support parents and develop existing and new children's ministries to achieve this purpose.

5. MAIN TASKS, DUTIES AND RESPONSIBILITIES

Job Related

- To model the Christian life to children and families.
- To strengthen existing ministries within the church and resourcing them by encouraging and building up volunteer teams.
- Team Leader of our Sunday Kidzone re-establishing ministry to this age group during and beyond the pandemic subject to what is possible within the guidelines.
- To work with others to integrate our children and families ministry into overall CCC ministry especially our youth ministry.
- Encourage and develop ministry to young families: including helping CCC to develop toddler groups as an outreach and as a place of love, welcome and wisdom.
- Help CCC to develop long lasting relationships with community families.
- Strengthening and developing ministries which encourage children and families to learn and participate in worship.
- Assisting the church in reaching out to and supporting parents.
- Assisting with developing opportunities to reach primary age children in our local schools.

Key responsibilities

- To lead the development of our discipleship to children and families taking into account the different stages of faith formation and spiritual development. Team leader for Sunday Kidzone.
- To support and help develop our outreach ministries including toddlers and local schools.
- Building and developing a ministry team. Working with the leadership to envision, recruit, equip, encourage and support children and family ministry volunteers in the church.
- Ensure that there is appropriate communication and planning for the transitions from one age group to another, reviewing materials and resources as required.
- Upholding our safeguarding policy. Ensure all volunteers are properly vetted through the PVG scheme. PVG clearance will be necessary.

Staff Related

- Co-operating with Pastor, colleagues, and Leadership Team in order to get the work done safely and on time

Standard

- Maintain a good standard of punctuality and reliability with keeping appointments and responding to emails.
- Maintaining good housekeeping within your work area
- Reporting problems, issues, accidents or incidents to your Manager
- Suggesting ways to improve the Health and Safety, or quality of work with which you are involved
- Identifying training needs to your Manager
- Maintaining Health and Safety regulations and, by the Organisation's Health and Safety policy, ensuring that the area in which you are working is safe for yourself, for other workers and visitors.

6. KEY PERSONAL ATTRIBUTES

- A wholehearted follower of Christ: faith expressing itself in love.
- A clear sense of calling to minister to children and families.
- A learner who is hungry to grow in knowledge of God's grace, God's Word and God's Spirit
- Leading by example in godly character, humility and servanthood.
- A relational person who brings people together and builds others up.
- A distinctive witness of Christ who seeks to live out the gospel in everyday life.
- A prayerful person

7. COMMUNICATIONS AND RELATIONSHIPS

- Must be able to work within a team environment and be a team player, yet also be able to work independently when necessary.
- All staff are ultimately accountable to the Elders who are also the trustees of the church.
- Regular communication with the Pastor (line manager) about your responsibilities to ensure that the ministry of the church is integrated. Annual review will be with the Pastor.
- Regular communication with youth worker and those Elders who will be on youth and children's ministry team.
- Communicating with pastoral care team and demonstrating the need for sensitivity with families.
- Understanding the need for confidentiality and disclosure when appropriate.
- Ensure regular communication with parents as to the aims and developments within the youth ministry at CCC.
- At all times conduct yourself in a way that is appropriate as a representative of the leadership of Culduthel Christian Centre.

PERSON SPECIFICATION

Appropriate training will be provided as may be required

8. QUALIFICATIONS

Essential	None.
Preferred	A teaching qualification or church-based children and family worker qualification.

9. EXPERIENCE / COMPETENCE

Essential	Able to communicate clearly with children and families in a relevant manner. Able to teach the Bible to children and communicate the Christian faith. Good interpersonal skills. Ability to work independently and as part of a team Able to build and support a team. Good written communication skills
Preferred	Team leadership in a church context. Experience of working in a school.

10. SKILLS/KNOWLEDGE

Essential	Good understanding of the Bible and the Christian faith Good understanding of how children learn and grow in faith at different age groups. Planning and coordination
Preferred	Creativity: artistic or musical. Theological understanding. A willingness to grow in theological understanding. Competence in the use of social media

11. OTHER

- Flexible and adaptable approach to work
- Welcoming and friendly personality
- Tactful and patient
- Strictly confidential attitude towards work issues.

The list of main tasks, responsibilities and duties in Section 5 is not intended to be exhaustive. It highlights major tasks of the post. It may be necessary for the Children and Family Worker to undertake additional duties which might reasonably be expected within the post and which form part of the function of the post.

All Job Descriptions will be subject to review on an annual basis or as a result of

- a change of strategic leadership.
- changing team / operational requirements
- agreed staff development, needs and objectives.

12. TERMS AND CONDITIONS

Job Title – Youth and Children’s Worker

Hours – Flexible hours as agreed totalling 20 hours per week. Some evening work would be expected.

Pattern of working hours to be agreed with Line Manager. (Preference is for leave to be taken within the school holidays)

Line Manager will be Rev Alasdair Macleod +/- a delegated deputy.

Annual Leave – 30 days per annum (including public holidays) at agreed dates with your Line Manager

Probationary period – 6 months

Sick Pay – statutory sick pay rules apply

Notice Period – 1 month

Contract – An initial 3-year Contract will be provided.

Pension – you will be auto enrolled into a workplace pension

Pay – starting salary is to be agreed with annual review

Assistance will be given with regard to mobile phone expense

Expenses - All reasonable expenses will be covered

13. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder’s Name (please print):

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Job Holder’s Signature:

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Manager’s Name (please print):

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Manager’s Signature:

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Date:

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Date:

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