

## PART- TIME CHILDREN AND FAMILIES WORKER

We are looking for a committed Christian to join the small staff team at St Mary's Chipping Norton on a part time (20 hours) basis. Working both within and outside of the church community, you will be helping to develop our outreach for children and young families by overseeing the direct delivery of several core activities and signposting to other services. Collaboration with St Mary's School and the other groups involved in under 5's work in Chipping Norton will play an important part in this role.

## VISION

We want to offer easily accessible and low cost play provision to our community; many of whom don't access any other group and need support and friendship. A new soft play session will be linked with our current under 5's group (St Mary's Minis), a parent drop-in based at the school and our children's groups during Sunday worship, so that there is consistency of relationship where families can be provided for and grow in faith wherever they are on their journey.

## SETTING AND OPPORTUNITY

Chipping Norton is very much a 'working' market town of the North Cotswolds - known locally as 'Chippy'. Quite the opposite to the media portrayal of the 'Chipping Norton Set', the true town has a very mixed population with a significant proportion living in material deprivation. There are two primary schools, one of which is linked to our church and with whom we enjoy a warm relationship. St Mary's School has been working very hard to improve its OFSTED judgment and is now considered a 'good' school with 'outstanding' early years education.

The County Council has reduced significantly the universal provision for families with young children in our town.

The church building is a short walk down the hill from the centre of town. This is where the Parish Rooms are also situated which are used during the week for St Mary's Minis and on a Sunday for our children's group, Oneway. The number of babies and children at St Mary's has been growing as we've really focused our energy and prayer on reaching out to, and providing for, this group.



## RESPONSIBILITIES:

The role has two main areas of work and the anticipated split between them is 15 hours / 5 hours.

### 1. Community outreach (Monday, Wednesday and Friday mornings)

- Running a parent drop-in in conjunction with St Mary's School (Monday mornings)
- Overseeing and developing St Mary's Mini's (Wednesday mornings)
- Setting up and delivering a new open-access soft-play session with breakfast, based at St Mary's School (Friday mornings).

### 2. Children's church ministry (5hrs/wk including Sunday mornings)

- Coordinate volunteers for groups (creche, 3-5's, 6-11's) on a Sunday morning
- Encourage & train volunteers
- Coordinate teaching plans for each term
- Extend a welcome to new families
- Build a plan & envision ways of reaching out into the community (fun family events)

### Administration & Management

- Ensuring that all legal requirements are met - adhering to and supporting all St Mary's policies - including Health and Safety, Child Protection, data protection, Equality and Diversity.
- Ensuring appropriate risk management arrangements are in place.
- Assessing the overall provision for children at St Mary's and, in conjunction with the staff team, making proposals and taking responsibility for its further development.
- Overseeing and maintaining smooth administration processes that support the children's ministry and outreach, including communication and record keeping.
- Managing the budget accurately and efficiently - actively seeking external fundraising opportunities for community-based work.
- Providing, or arranging, ongoing training for children's teams through termly meetings, in conjunction with leaders of children's groups.

### Supporting the wider work of St Mary's

- Working with the wider ministries of the church to ensure effective co-ordination of work with children, youth and families.
- Working with clergy and other staff to ensure the smooth running of St Mary's and the development of new initiatives as appropriate.
- Involvement in the future organising and running of a holiday club.

## PERSON SPECIFICATION:

Criteria	Essential	Desirable
Experience	<p>Direct experience of working with children aged 0-5 years.</p> <p>Knowledge of Safeguarding Children Guidelines and Procedures.</p> <p>Working with parents and the whole family.</p> <p>An understanding of, or willingness to develop an understanding of, current services available to signpost clients appropriately.</p> <p>Commitment to equal opportunities that responds to each individual child including children with differing needs.</p>	<p>Supervisory experience.</p> <p>Delivering training to volunteers.</p> <p>Child protection and making referrals.</p> <p>Delivering parenting courses.</p> <p>Leading children in a church environment.</p>
Skills	<p>Ability to form appropriate relationships and to communicate with adults and children.</p> <p>Recognising and responding to children's needs, interests and development.</p> <p>Ability to both lead and be part of a team, taking responsibility for the supervision &amp; training of volunteers.</p> <p>Ability to communicate effectively, both written and spoken.</p> <p>Ability to use social media and computer literate.</p>	<p>Devising training plans for volunteers.</p> <p>Devising and documenting programmes of developmental play progression and differentiating provision.</p>
Qualifications	GCSE English and Maths	<p>Vocational qualifications</p> <p>Clean full driving license</p>
Personality	<p>Motivated and enthusiastic.</p> <p>Flexible.</p> <p>Christian faith, expressed as a member of St Mary's Church.</p>	Creative and proactive

## OVERVIEW:

Start date:	September 2017
Contract:	This is a three year appointment, the first six months of which form a probationary period.
Hours:	20 Hours per week, 39 weeks of the year (during term time only).
Employer:	The Chipping Norton Area Christian Trust (working in collaboration with St Mary's church, Chipping Norton).
Salary:	£10/hr Gross
Benefits:	4% Stakeholder pension contribution. Additional two weeks paid annual leave (to be taken in school holidays.)

## ADDITIONAL INFORMATION:

- o The Curate, Martha Simpson, is the line manager.
- o As part of the church leadership, there is an expectation that you will participate in church events in a more general capacity.
- o As part of the broader team at St Mary's Primary School you will be expected to abide by policies and regulations in force at that time.
- o You will attend weekly staff team meetings and will meet at least once every half-term with the line manager.
- o This job description is not intended to be a complete list of duties but does indicate the main ones attached to the post.
- o The appointment will be subject to obtaining Enhanced DBS clearance.
- o The post-holder is required adhere to all relevant statutory regulations regarding health and safety, fire procedures, confidentiality, COSHH.
- o There is a Genuine Occupational Requirement (GOR) that the post holder is a practising Christian.
- o You will receive appropriate training to assist with your ongoing personal development for this role.

## APPLICATIONS:

To apply please download an application form from our website ([www.stmaryscnorton.com](http://www.stmaryscnorton.com)) and return by hand, post or email to:

Martha Simpson

The Parish Rooms  
Church Street  
Chipping Norton  
Oxon  
OX7 5NT

Closing date for applications - Monday 28th August, 12 noon.

Interview date - Wednesday 6th Sept

Start date - to be mutually agreed

For an informal conversation, please email or call - [martha.simpson@stmaryscnorton.com](mailto:martha.simpson@stmaryscnorton.com)