

# ST ANDREW'S - WOODFORD

## Job Description

### CHILDREN & FAMILIES WORKER

#### Job Summary

St Andrew's is a small, charismatic evangelical church in Woodford. We want to see Jesus at the heart of every life, marriage, family, workplace, community and nation. We are seeking a part-time Children & Families worker to help us reach the children and families in our community. We are part of the All Saints' Woodford Wells minster of churches.

#### 1. Duties include, but are not limited to:

- 1.1 Leading the St Andrew's Sunday children's ministry i.e. leading a children's group/s and recruiting and overseeing a team of volunteers to assist in that ministry. Training volunteers and organising rotas
- 1.2 Co-leading all-age worship one Sunday per month as part of an all-age worship team
- 1.3 Leading St Andrew's toddler group on a weekly basis
- 1.4 Organising and leading seasonal family outreach events (for benefit of church families and outreach to the local community) eg light party, Christingle service, Pancake party, Easter celebration, summer party
- 1.5 Pastoral support of families within the church and those connected with through outreach events and toddler ministry etc
- 1.6 Working with the Parish Safeguarding officer as the safeguarding lead and main contact person at St Andrew's Church, ensuring implementation of safeguarding policies and procedures.
- 1.7 Developing ways to reach out to the families and children in the local community
- 1.8 Encouraging links with the local primary school
- 1.9 Attending (as necessary) St Andrew's committee meetings and producing (as necessary) written and verbal reports giving a strategic overview of children and families work. Attending and providing an annual written report for the AGM

#### 2. Necessary Skills & Experience

- 2.1 Good organisational skills and time management
- 2.2 The ability to plan and organise events including the recruitment and use of volunteers
- 2.3 Good interpersonal skills
- 2.4 Good verbal and written communication skills
- 2.5 Able to communicate using various electronic forms of communication, including social media
- 2.6 Previous experience in a similar role preferable
- 2.7 Understanding of Safeguarding procedures

#### 3. Personal Characteristics

- 3.1 Passion for Jesus and a commitment to grow in a relationship with Him

- 3.2 Commitment to the vision of St Andrew's and the New Wine Vision and Values
- 3.3 Has a heart for evangelism as well as a caring nature
- 3.4 Can relate well to adults and children alike
- 3.5 Ability to adapt and respond to the needs of the role, as it continues to grow and evolve
- 3.6 Self-motivation
- 3.7 A can-do attitude, with the energy to see initiatives through to their conclusion

#### **4. Place of Employment**

St Andrew's Church, 56a Chingford Lane, Woodford Green, Essex IG8 9QP

#### **5. Hours of Work and Remuneration**

- 5.1 18 hours per week, including Sundays. Some flexibility is required
- 5.2 The annual will be £11,232 per annum (£23,400 FTE)
- 5.3 The successful candidate will be entitled to join the PCC's shareholder pension scheme
- 5.4 This post is subject to a probationary period

#### **6. Holiday**

- 6.1 The holiday year runs from January to December
- 6.2 The successful candidate will be entitled to 30 days (pro-rated) paid holiday (in addition to public holidays) each year

#### **The Type of Person We Are Seeking**

It is a Genuine Occupational Requirement (GOR) for the person in this role to be a strong, mature and committed Christian, dedicated to building God's Kingdom through this role. They will be expected to have a strong personal faith and to be a regular church attender. The tradition of St Andrew's Church is evangelical charismatic, and we would only appoint someone who is in full agreement with the New Wine Vision and Values.

If you would like to apply for this post, please email a covering letter and your CV to [contact@asww.org.uk](mailto:contact@asww.org.uk).

For any questions or initial enquiries, please call us on 020 8504 0266 or email [contact@asww.org.uk](mailto:contact@asww.org.uk).

**Closing Date: Friday 4 June 2021**