

## Selkirk Parish Church, SC014883

### Job Description

<b>Title of Post:</b>	Children and Families Worker
<b>Organisation:</b>	Selkirk Parish Church
<b>Salary:</b>	£24,630 pro-rata, £12.60 an hour
<b>Post:</b>	Part-time, 25 hours per week
<b>Length of contract:</b>	3 years
<b>Closing Date:</b>	Friday, 29th March 2019
<b>Location:</b>	Selkirk, Scottish Borders
<b>Responsible to</b>	The Minister of Selkirk Parish Church

### Main Purpose of Job

- To work with the Minister in developing and sustaining work with children and families in the church and the community of Selkirk
- To engage and work with existing leaders, volunteers and groups to develop Christian faith and nurture committed participation in church activities, relationships and service.
- To design and deliver activities to help children and families build confidence, skills, resilience and relationships which enhance their lives

### Main Duties

- Take an active role in developing work with children and families within Selkirk Parish Church
- Assist in planning, organising, developing and leading existing activities and encourage others to become involved i.e. Breakfast Club, Sunday Gang, Taste & See (All Age Worship) Hot Chocolate Club, Holiday Club
- Maintain good relationships with church leadership teams and the congregation through involvement and communication
- Build relationships with children, youth and families and develop activities through consultation with them
- Identify and encourage people to use their individual talents
- Develop a good understanding of existing community and ecumenical activities
- Strengthen links with nearby schools e.g. through JAM and the Chaplaincy team (two Primaries and one High School)
- Maintain an accurate record of appropriate contact with families which complies with Data Protection requirements
- Implement best practice in children's work eg Health & Safety and Safeguarding policies
- Where necessary lead volunteer activities and training
- Undertake administrative duties relevant to the role
- Undertake additional duties relevant to the role as reasonably required by the employer

### Our responsibilities to you

- Arrange regular meetings with a support group
- Offer opportunities for relevant training
- Set an agreed budget

## **Personal Qualities**

### **Essential**

- Ability to work unsupervised and act on own initiative
- Openness to different ways of working and trying fresh expressions of church
- Enthusiastic and positive attitude with the ability to enthuse and encourage others
- Ability to work through challenges with support
- Understanding of the need to treat everyone fairly and equally
- Discretion and the ability to keep information confidential where appropriate
- Ability to be at ease with a church and community environment
- Confidence in speaking with a range of people both in groups and individually
- Understanding of and sensitivity towards the strains on modern families
- Ability to recognise own limitations and willingness to seek support

### **Desirable**

- Experience as children's worker in a church context
- Youth work qualification or other formal training

As this is a new role, priorities may change and a review of responsibilities will take place after 3 months and on an on-going basis thereafter.