

## **Job Title: Children and Family Worker at St Mary's Fetcham (One Year fixed term)**

### **Role Description:**

The Children and Family Community Worker will be responsible for implementation of new family outreach into our community and the oversight of existing outreach activities within the church.

**Hours:** 20 hours/week. The role requires some evening and weekend working by agreement

**Salary:** £24k pro rata on a full time equivalent

**Reporting to:** Rector/ Pioneering Community Worker

### **Key responsibilities**

- To establish, co-ordinate and run family activities within the community
- To follow administrative procedures, grant applications, DBS checks, incident reports, risk assessments, event summaries and other processes and procedures.
- To signpost families for appropriate pastoral care and counselling as necessary
- To manage, support, grow and develop our team of volunteers.
- To make Jesus known to families through strategic community engagement, working with existing ministries of the church and pioneering new initiatives.
- To network with schools to enhance engagement with young people and children in Fetcham.
- To network with other organisations in Fetcham to enhance engagement with young people and children in the community.
- To work with the Safeguarding Lead to ensure the implementation of the relevant safeguarding policies in all aspects of our children's work, including health and safety aspects as well as risk assessments, food allergen awareness etc.
- To work closely with other team members including the Youth Worker to enable a coordinated approach to youth and family outreach in the community.
- To evaluate and monitor the work, identifying and initiating any changes required.
- To provide research and statistics to support any funding application.
- To ensure adequate time is given to administration and communication.
- To work to agreed Church policies and procedures.
- To prepare reports to the Standing Committee and PCC when required on a regular basis.
- To be an active worshipping member of St Mary's Church, Fetcham

### **Skills and Experience**

- Please note that this role carries an Occupational Requirement under the provisions of the Equality Act 2010 for the post holder to have a personal commitment to the Christian faith.
- Good interpersonal and communication skills
- Experience of working within safeguarding legislation
- A willingness to undertake training
- Good organisational skills to ensure routines are in place
- To be self-motivated and have good time management skills
- To have a passion for outreach to families in the community.
- Willingness to share faith and promote the Christian faith when appropriate

