



the Coker Ridge Benefice

Closworth, East Chinnock, East Coker, Hardington Mandeville, Pendomer, Sutton Bingham & West Coker

Growing Disciples in our Church community.

Job Description	Children and Families Worker
Hours / Annual Leave	20 Hours per week 4 weeks annual leave (pro rata equivalent to be taken in non-term time). TOIL to be taken in agreement with the line manager
location / working pattern	Working from home / flexible to meet the requirements of the job
Reporting to	The Rector and the Steering Group
Employment type	Three-years initially The post is subject to a 6 month probationary period. There will be a review after 1, 3 and 6 months, and thereafter every 6 months a review, one being an annual appraisal. 4 weeks' notice of termination is to be given by East Coker Parochial Church Council (the employer)
Salary	Actual £12,480, reviewed annually. Plus 5% non-contributory Pension There will be a work related expenses budget, which can be claimed against through the year.
Key Relationships	The Rector, Steering Group, Volunteers, Head teacher West Coker Primary School, local links with organisations/agencies.
All other terms and conditions will be in a separate contract document.	
There is a Genuine Occupational Requirement (GOR) that the holder of this post is a practising Christian. This post will also require two references and be subject to an enhanced Disclosure & Barring Service check.	

Personal requirements:

The Benefice of Coker Ridge is seeking to appoint a Children and Families Worker to work amongst the under 11's and their families within our seven parishes. The right person is someone with energy, drive, and faith, will find where the need is and will fill it.

The post holder would be expected to be part of the worshipping community in the parish at least once a month, and to be part of a small group for support and growth in discipleship.

We will provide support and assistance in identifying appropriate training for the Children and Families Minister where required.

Aims

- To help lead our outreach to children within the benefice.
- To provide opportunities for local children and families to hear and respond to Jesus through:
 - Lead and review building on the existing work initiatives.
 - Widen the boundaries of the above initiatives to include the whole benefice, and seek new opportunities.
 - Continue support and work with the Head Teacher and staff of West Coker School in strengthening its life as a church school
 - Develop links with the East Coker primary school
 - Support our volunteers working with pre-school children and parents, i.e. Acorns.
 - Building relationships with local underprivileged families.

Accountability and support:

- Meet monthly with the rector for line management monthly and with the support group termly (3 times per year)
- Communicate the work to the PCC's annually and other appropriate settings
- Link with support provided by the Diocese for advice, support, resources and training

The duties within the post are

- Develop a vision and have oversight for our outreach ministry with children aged 0-11 and their families
- Recruit, support and empower a team of volunteers who will help the Children and Families Worker in their work with children and their families
- Develop and deliver a wide range of activities across the benefice for engaging with children and their families that are accessible to all. (This may include helping to celebrate the key Christian Festivals and annual holiday clubs)
- Communicate regularly with the church family so the ministry can be supported in prayer and in practical ways
- Support West Coker C of E Primary School in its life as a church school: collective worship, RE curriculum, ethos and values, Develop a 'chaplaincy' relationship with staff.
- With others, to seek opportunities to work with East Coker Primary School

Priorities to be agreed with the Rector and Steering Group.

Person specification:

Area	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none"> • A professional qualification (either secular or church-based) or proven experience in children's ministry, teaching or chaplaincy; • Able to demonstrate they can fully carry out the role; • Experience of leading, running and resourcing Christian children and families ministry; • A track record in drawing children and adults into the life of the church, and towards faith in Jesus; • Knowledge and understanding of Safeguarding and other relevant policies; • Able to support, care for, lead and equip teams of volunteers. 	<ul style="list-style-type: none"> • A good knowledge and understanding of the Bible and how to use the Bible when teaching and leading sessions; • Some understanding of how the Anglican church works and its structures; • Experience of working with Pre-School and Primary Schools; • A good understanding of issues and concerns that families with younger children face today.
Skills, Competence and Ability	<ul style="list-style-type: none"> • Good organisational and time management skills; • Able to take their own initiative and make things happen; • Excellent written, verbal and communication skills, including using of a computer; • A good listener; • Commitment to the care and well-being of others. 	<ul style="list-style-type: none"> • Able to communicate the Christian faith in relevant, fun and vibrant ways with children and their families inside and outside of the church; • Experience of and an ability to work with technology and social media to communicate with parents and careers.
Work Related Personal Qualities	<ul style="list-style-type: none"> • Have energy, enthusiasm and passion for ministry with children and their families with a sense of fun; • Someone with a heart for marginalised and vulnerable families; • Willing to work flexibly including some evenings and weekends and 3 weeks in non-term time; • Someone who is approachable, kind and caring; • Holds a valid driving licence with primary use of a vehicle. 	<ul style="list-style-type: none"> • Open to working in partnership with others; • Able to build good relationships with others.

To apply for this post, please contact the Benefice Office for an application form and parish profile (Barbara Hampshire, The Rectory, 7 Cedar Fields, West Coker, Somerset, BA22 9DB – officecokerridge@gmail.com .