

Information Pack

Children and Families Worker
St Paul's Letchworth



Welcome
from
Rev'd Jeni McQuaid
Vicar of St Paul's

St Paul's is a vibrant, growing church family with a heart for our community and a desire to show the love of God to everyone in our parish. Work with children and families is a very important part of our mission. Our Sunday groups are growing, but beyond Sundays, we reach out to families in many ways – through toddler and babies' groups, work with schools, Messy Church, Christmas and Easter Journeys where our church building is transformed into an interactive space, our Light Party as an alternative to Halloween and many other special events. It is a joy to see how warmly members of our church family, of all ages and stages in life, welcome families, supporting the children as they grow physically and spiritually over the years.

Our current Children and Families Worker leaves us at the end of May to become ordained. We hope that the person we appoint to replace her will be able to start before she leaves so that we can have the smoothest possible transition. This was previously a part-time post and our PCC has now made it full time in recognition of the importance of this work.

I became incumbent at the beginning of September this year. As a mother of young children myself, it is a privilege to be called to a church where many children are learning about Jesus and growing in their faith, surrounded by a caring and nurturing church family. I invite you to consider prayerfully whether God is calling you to apply for this post. Please don't hesitate to contact me to discuss the role further, I would be absolutely delighted to speak to you.



**ST PAUL'S CHURCH LETCHWORTH CHILDREN AND FAMILIES WORKER
Full time (37 hours per week)**

Job Description

Overview of our Children and Families Work:

St Paul's Vision to be a Lighthouse to the Community inspires our mission to serve the community, nurture disciples and to grow in worship and intimacy with God. Children, young people and their families are at the heart of our mission and embraced by our whole church family, regardless of age or stage in life. The vacancy arises because the current post-holder will be leaving in the summer to become ordained. She, together with a band of skilled and dedicated volunteers has led and developed a wide ranging programme of activities, including Sunday groups, mid-week Toddlers, Babies and Messy Church, our summer Holiday Club for primary school children and involvement with the 5 schools in our parish and the wider community. We are a growing church, with over 90 children and young people on our register and around 50 attending Sunday groups each week. We also employ a full time youth worker who works closely and seamlessly with our children and families worker. The children and families worker and youth worker are members of our ministry team.

A fuller description of St Paul's and the parish is contained in our Benefice Profile which can be found on our website www.stpaulslethworth.co.uk

Employment:

The appointment will be made on behalf of the Parochial Church Council (PCC) as the employer.

The office base will be at St Paul's Church, 179 Pixmore Way, Letchworth Garden City, SG6 1QT. The post holder must be able to travel within the parish and beyond as required.

Accountability and key relationships:

The line manager is Rev'd Jeni McQuaid, Vicar of St Paul's and All Saints' Willian
Key relationships include the youth worker and other members of the ministry team, churchwardens, the Parochial Church Council, local head teachers and other key community leaders, the Diocesan Children's Missioner Enabler and members of our church family.

Job Purpose:

To be responsible for leading, coordinating and developing existing and new work with children and families, encouraging and enabling the involvement of volunteers, which contributes to the fulfilment of our vision to serve the community, nurture disciples and to grow in intimacy and worship with God.

Key responsibilities:

1. To work with the PCC and ministry team to provide vision, strategy and leadership in the field of children and families work across the parish, which results in growing numbers of children and families coming to know the love of God in their lives.
2. To lead and develop St Paul's current work with 0-11s and their families, supporting and coordinating our Sunday groups, Messy Church, mid-week groups and special events for children and families throughout the year.
3. To develop, train and equip teams of volunteers for our ministry with children and families.
4. To lead and be involved in aspects of church worship and events which relate to ministry with children and their families.
5. To be responsible for building relationships with primary aged children and families, loving them and encouraging them in their individual journeys of faith, acting as a point of contact, helping those who are new to the church to integrate and signposting pastoral needs where appropriate.
6. To build and maintain St Paul's relationships with primary schools which support schools pastorally and in teaching the Christian faith. This includes making regular school liaison visits and leading assemblies, special services and workshops.
7. To act as the Children's Advocate/Independent person in safeguarding matters relating to children and to ensure that the House of Bishops' safeguarding policies and practice guidance are followed in all work relating to children and families, attending all necessary safeguarding training as required. For details see <https://www.stalbans.anglican.org/diocese/safeguarding/>
8. Communicating the vision for children and families ministry across the church, engaging others in promoting this vision and building relationships with other groups in the church as may be required.

Person Specification: Children and Families Worker

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> An Occupational requirement exists for the post holder to be a committed Christian who is an active communicant of the Church of England or a church in full communion with the Church of England, in accordance with the Equality Act 2010 This post is subject to enhanced Disclosure and Barring Service check with barring information for children. 	Qualification in working with children or children's ministry
Experience	<ul style="list-style-type: none"> Working in the church context with children and families Communicating and teaching effectively and inspiringly to children, parents and carers Conceiving, planning and executing regular and occasional activities and events for children and their families Establishing fruitful relationships across a wide spectrum of groups and individuals in a church or community context Working in and leading teams Motivating, inspiring and seeking appropriate training for others in children's work 	
Knowledge, skills and abilities	<ul style="list-style-type: none"> Strong written and verbal communication skills Good social media and IT skills Good organisational skills, including time management, delegation, goal setting and delivery of agreed objectives Knowledge and experience of working with safeguarding policies and practice Awareness of current trends in work with children and families in a church context. An understanding of data protection and data security 	
Personal qualities	<ul style="list-style-type: none"> A strong personal faith with a passion for seeing children and their parents come to and grow in faith and an ability to exercise spiritual leadership A high level of interpersonal skills, able to demonstrate self-awareness and emotional intelligence Well motivated to work alone as needed for preparation and planning A good team player who can enthuse and inspire others Commitment to personal and professional development with an eagerness to try new things and work flexibly with enthusiasm and initiative Ability to respect matters of confidentiality and sensitivity Able to exercise sound judgement and make decisions within levels of delegated authority 	
General	<ul style="list-style-type: none"> Ability to work flexible hours, including evening and weekend commitments Able to work and worship comfortably within our church worship styles and in those congregations that include children and families 	

GENERAL CONDITIONS OF EMPLOYMENT: Children and Families Worker

Legal

This post is subject to a satisfactory enhanced DBS certificate with barring information. St Paul's policy on the recruitment of ex-offenders is included in the application pack.

There is a Genuine Occupational Requirement for the post holder to be a practising Christian.

Under the Immigration, Asylum and Nationality Act 2006, it is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom.

Prior to appointment, you will be required to provide evidence of your eligibility to work in the UK. Your passport or other documents on the approved list must be produced for this purpose.

Diversity

We understand the benefits of employing individuals from a range of backgrounds with diverse cultures and talents. We aim to ensure that our paid staff and volunteers:

- Value difference in others and respect the dignity and worth of each individual
- Reflect the diversity of our parish and church family
- Foster a climate of creativity, tolerance and diversity that will help staff and volunteers to develop their full potential

As such, we are committed to ensuring that everyone – job applicants, volunteers, members of our church family and members of our community are treated fairly and are not subjected to discrimination of any kind. We want to create a genuine equality of opportunity for all in which everyone is treated with respect, free from harassment, intimidation or discrimination in any form which may affect the dignity of the individual.

Salary and remuneration

An 8-point scale from £19,834 to £24,767, reviewed annually on 1st May.

The parish will meet all normal expenses incurred in the course of the work, according to agreed procedures.

Pension contributions

St Paul's are members of the Church of England Church Workers Pension Fund. New employees are required to join the CWPF but have an option within the first 6 months of employment to join a Personal Pension Scheme.

Employees are required to contribute at least 2% of their salary to the selected pension scheme and St Paul's will contribute 6%.

Hours of duty

The post is 37.5 hours per week. Working hours need to be flexible and include Sundays and some Saturday and evening work. There is an entitlement to at least one full 24-hour day off per week, with time taken off in lieu where applicable.

Annual leave

The leave year runs from 1st January to 31st December. Annual leave entitlement is 4 full weeks and 8 days public holidays.

Contract

The employer is St Paul's Letchworth Parochial Church Council

The line manager is the vicar, Rev'd Jeni McQuaid who will provide regular supervision and support.

The post is subject to a six-month probationary period

Application and selection procedure

Applicants must complete an application form and self-declaration form for a position requiring an Enhanced Level Check with Barring Disclosure.

Closing date for application is mid-day on 18th January 2019. The selection process will include an interview and is scheduled for Wednesday 30th January 2019.

You may email your completed application and self-declaration form to jeni.mcquaid@stpaulslethworth.co.uk or return both completed application forms by post to:

Rev'd Jeni McQuaid,
Vicar, St Paul's Church,
179 Pixmore Way,
Letchworth Garden City,
Hertfordshire
SG6 1QT

Statement of Safeguarding Principles¹

The Church of England and the Methodist Church work in partnership with other Christian Churches and other agencies in delivering safeguarding. The following statement of principles appears at the head of each safeguarding policy:

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults;
- The safeguarding and protection of all children, young people and all adults;
- The establishing of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

To this end:

- We will carefully select, support and train all those with any responsibility within the Church, in line with the principles of Safer Recruitment. We will respond without delay to every complaint made, that any adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and / or isolation.
- We will seek to protect survivors of abuse from the possibility of further harm and abuse.
- We will seek to challenge any abuse of power, especially by anyone in a position of respect and responsibility, where they are trusted by others.
- We will seek to offer pastoral care and support, including supervision, and referral to the appropriate authorities, to any member of our Church community known to have offended against a child, young person or adult who is vulnerable.

In all these principles we will follow legislation, guidance and recognised good practice.

¹ Church of England, Safer Recruitment Practice Guidance July 2016.
<https://www.churchofengland.org/more/safeguarding/policy-practice-guidance>



St Paul's Church Letchworth

Policy Statement on the recruitment or ex-offenders

1. St Paul's Church complies fully with the House of Bishops practice guidance, Safer Recruitment 2016, when recruiting staff and volunteers. This includes using criminal record checks processed through the Disclosure and Barring Service (DBS) where legally entitled to do so for roles which involve working with children or adults when they are vulnerable. In doing so, St Paul's complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. This policy is made available to all applicants at the start of the recruitment process.
2. We will only ask an individual to provide details of convictions or cautions that we are legally entitled to know about. This means where the role is eligible for a DBS certificate at standard or enhanced level as set out in the practice guidance, Safer Recruitment 2016. This is also applicable where a Basic Disclosure is required for this role. Where we are in any doubt as to whether the role is eligible for a DBS certificate, or whether we are legally entitled to ask an individual about convictions and cautions, we will seek advice from our umbrella body thirtyone:eight, formerly the Churches Child Protection Advisory Service (CCPAS) who administer the DBS process on behalf of St Albans Diocese.
3. St Paul's Church is committed to fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
4. St Paul's Church actively promotes equality of opportunity for all and welcomes applications from a wide range of candidates, including those who have criminal records. All paid posts or voluntary roles in St Paul's will be risk assessed as to their eligibility for a criminal records check, in accordance with the House of Bishop's practice guidance, Safer Recruitment 2016. For those positions where a criminal record check is required, a confidential declaration as to whether there is any reason why the applicant should not be working with children or adults who may be experiencing abuse of neglect must be completed by the applicant as part of the application process. All application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate is required and that any offer of employment will be conditional on this being satisfactory.
5. At interview, or in a separate meeting, we will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of a conditional offer for the post/role.
6. We will make every person who is subject to a criminal record check aware of the existence of the DBS code of practice and make a copy available on request.
7. Whenever a confidential declaration form or DBS certificate indicates that the applicant has a criminal record, or has other information of concern, the details will be referred to the Diocesan Safeguarding Adviser for consideration by the DSA, and in more complex situations, the Diocesan DBS panel as to whether the criminal record is relevant to the applicant's suitability for the post/role. The DSA and the Diocesan DBS panel members are suitably trained in the relevant legislation relating to the employment of ex-offenders (for example, the Rehabilitation of Offenders Act 1974) and to assess the relevance and circumstances of the offences.
8. St Paul's Church undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.