



St Peter's Bentley PCC

Role Description:

Children and Families Worker

Our Children and Families worker (CFW) helps us to grow faith, hope and love in Bentley amongst the children and families in church and those who are not yet members of our church family. A committed Christian, the CFW will oversee the work with children and families in the parish of St Peter's Bentley, building bridges in the community and developing new initiatives. They will also grow and develop a team of volunteers to increase our capacity to work with children.

Main purpose of the role

- A To assist the delivery of our informal 11.15am service, St Peter's Together.
- B To oversee Little Fishes parent and toddler group, and develop and implement new changes in the light of best practice and research.
- C To build relationships with parents through Cuppa in the Carpark and develop new initiatives to connect them into church.
- D To support our schools, Bentley High Street Primary School and Kirkby Avenue Primary School, building on existing relationships and delivering sessions that support the RE syllabus, seasonal workshops, assemblies and so on.
- E To develop the 'Lighthouse' discipleship group to run with a group of trained and motivated volunteers.
- F To develop activities for 'one off' church events such as the Pentecost Picnic and our stand at Bentley Bonanza.
- G To grow and develop a team of volunteer leaders.

General Responsibilities as a member of the staff team, including:

- Complying personally with the safeguarding policies in place and ensuring compliance by members of the children and families team.
- Attending staff meetings and other meetings as required
- Preparing for and participating in regular supervision
- Undertaking training.

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The postholder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time in full consultation with the postholder to meet the needs of the Church.

This post has a Genuine Occupational Requirement that the postholder be a member of the Church of England or a full member of a church within Churches Together in Britain and Ireland.

General Terms

We offer five weeks holiday per year, plus an allowance for Bank Holidays (because this role is part time). We also offer membership of a non-contributory pension scheme. We will contribute 8% of your salary each month and the pension scheme also offers a death in service benefit of twice your annual salary.

This post is in band 3 so the salary starts at £12,921. (£22,611 Full Time divided by 35 times 20)

Particular Terms

This role is 'ministerial' in nature. That means that whilst you are paid for 20 hours a week, this is an average. Some weeks will be considerably busier, others quieter. We recommend the use of a time-sheet or other record to make sure you are not working more hours than you should.

Although this is not a clergy role, the ministerial element means that you may only take holiday on six Sundays each year. You will also be expected to work on Good Friday, Easter Sunday and Christmas Eve.

Since many of the groups we run take place during term time, you would be expected to take your annual leave during the school holidays.