

## JOB DESCRIPTION

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<b>Job Title</b>	Children and Families Worker (Part Time)		
<b>Reports to</b>	Community Outreach Lead	<b>Location</b>	Oasis Community Church, Church Road, Biddulph
<b>District Circuit Church</b>	Chester and Stoke on Trent Stoke-on-Trent Mission Circuit Oasis Community Church	<b>Salary</b>	£12.50 per hour (5 hrs) £3,250 per annum

#### Job Purpose and Objective

To plan, promote and deliver the weekly parent and toddler group; “Song & Story” and to invite and encourage the community to engage with the wider activities of Oasis Community Church

**Responsible to:** Community Outreach Lead

**Responsible for:** Volunteers serving on the Song & Story Team

#### Main Responsibilities

- To organise and manage all aspects of Song and Story at Oasis Community Church, Church Road, Biddulph
- To lead, prepare and deliver Song & Story on a Thursday morning during term time
- To promote, advertise & generate interest within the local community, predominantly through use of social media.
- To work with the Community Outreach Lead to plan and deliver additional community activities during the school holiday periods
- To work with the Community Outreach Lead to build a bridge between Song & Story and the wider life and activities of Oasis Community Church, for example through seasonal mission opportunities.
- To maintain a database of contact information for the families and volunteers involved, together with gathering and observing relevant consents
- To support and coordinate volunteers for the group, build relationship with them and encourage them.
- To ensure, with the volunteers, that the room and building are left clean and tidy.
- To work with the Church Safeguarding Co-ordinator to keep the relevant risk assessment up to date and ensure it is implemented

### Main Responsibilities

- To undertake, keep up to date and implement relevant safeguarding training, both for self and volunteers

### Terms and Conditions

- Terms of appointment: Fixed Term, initially until 31st August 2025
- The rate of pay will be £12.50 per hour
- Flexible, to include Thursday mornings, 1 ½ hours delivery time per week and 3 ½ hours for admin, prep, social media, planning, set up/pack down (with volunteers), line management meetings and relationship building with volunteers and families
- All reasonable expenses will be reimbursed
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- 6.6 weeks' annual leave entitlement per year, including bank holidays.
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of a six-month probationary period.
- Opportunities annually for study and for training will be encouraged.

### Management

The postholder will have a Line Manager; the Community Outreach Lead, whose responsibilities be to:

- Become familiar with the work of the postholder
- Determine priorities for the work.
- Offer feedback and guidance
- Prepare a personal development plan with the postholder
- Equip and offer training and development.
- Monitor and evaluate progress with the postholder on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).

## PERSON SPECIFICATION

**Job Title:** Children and Families Worker

**Circuit:** Stoke on Trent Mission Circuit

	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>			
A good general standard of education – up to GCSE level		✓	A, Q
A child care qualification		✓	A, Q
<b>Proven Ability/Experience</b>			
A practising Christian and active member of a Christian church. Passionate about offering the hope of Jesus and inviting the community into the life of Oasis Community Church	✓		A, I
Experience of working with children in either a paid or voluntary capacity	✓		A, I
Previous experience of running a toddler or Sunday school group or of working with pre-school/primary age children in a supervisory capacity.		✓	A, I
Experience of delivering effective administration and use of social media	✓		A, I
<b>Special Knowledge &amp; Skills</b>			
Able to communicate effectively with children, parents and volunteers	✓		I
Able to build relationships by taking a genuine interest in others and offering encouragement and Christian care	✓		I
Model honesty and integrity when dealing with others	✓		I
Ability to manage risk in a childcare setting and adhere strictly to safeguarding requirements	✓		A, I
Able to organise, lead and motivate volunteers	✓		A, I
Compassionate and open minded towards others	✓		I
<b>Any Other Requirements</b>			
Satisfactory Enhanced DBS certificate. Will be arranged after appointment	✓		Q
Up to date with Safeguarding knowledge and willing to undertake Methodist Safeguarding course if not already undertaken	✓		Q

Method of Assessment: A – Application Form, I – Interview, Q – proof of qualification (certificates or transcripts) *(We reserve the right to assess any other aspects of the role in a format not previously described)*