

JOB DESCRIPTION

Job Title:	Children and Families Outreach Worker
Lay Employee:	St Neots and Huntingdon Circuit
Location:	Berkley Street Methodist Church, St Neots
Responsible to:	The Lay Employee will be employed by the St Neots and Huntingdon Circuit and will be under the supervision of a Line Manager and overseen by the Minister in pastoral charge of Berkley Street Methodist Church.
Responsible for:	Leading the team of church based volunteers to facilitate the continuation and innovation of groups working with families, children and young people.
Purpose and Objectives:	<p>The role is to:</p> <ol style="list-style-type: none"> 1. Enable and encourage children and families to participate fully in the life of the church community now and in the future. 2. Help facilitate and lead activities with the church to share the good news of being a Christian. 3. Serve our community. St Neots is a growing town and we have a vision to serve the needs of the community and spread the Christian message; especially building on the relationships we already have with families through Messy Church, Brigade Club and those who join us at Sunday worship. 4. Grow our church in faith and number and help us to modernise worship and our Christian activities, making them relevant to us and the needs of our community today. 5. Work alongside the pastoral team to deepen relationships with families within and on the fringes of the church.
Main Responsibilities:	<ol style="list-style-type: none"> 1. Build upon relationships growing at Messy Church and bring the families attending into the heart of the church community 2. Build upon the relationships at Brigade Club, create a vibrant space for children and teenagers and their families to complete fun activities in a Christian and faith sharing environment 3. Begin a baby/toddler group and youth group with Bible content each week 4. Visit local schools to share the Good News and be a visible presence in the local community 5. Help with Sunday Club and join us in reflecting whether a Sunday Club outside of Sunday morning might be more suitable given busy weekends for many families in the 21st century 6. Provide inclusive events for all families, children and young people within our community 7. Make our children feel part of a wider Christian community – such as joining district/connexion events 8. Help families, children and young people to know what it is to be a disciple of Christ and how to serve Him 9. Follow up on families who drift away from our church family, those who have previously attended events or who are on the cradle role

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	10. Help us build relationships in the hope that we can support and empower parents to know Jesus Christ as their Saviour
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Terms and conditions

1. This appointment is for a 5 year Fixed Term contract in the first instance commencing Spring 2020. Extension subject to funding.
2. The basic salary for 20 hours per week will be in the range of £9,620 - £12,103 depending on skills and experience.
3. No accommodation is provided and no accommodation costs will be met.
4. Access to personal transport (car, bicycle or similar), a computer and internet access is required. A use of home allowance is available and travel allowance for costs incurred performing duties.
5. Normal working pattern is 20 hours per week to be worked flexibly in agreement with the Line Manager to meet the needs of the church.
6. Opportunities for study and for training will be encouraged and some funding for attending relevant events is available.
7. All reasonable expenses incurred in performing the activities of the post will be reimbursed, with the prior approval of the Line Manager.
8. At least one day will be free of all responsibilities each week.
9. 5.6 weeks statutory annual leave entitlement per year. (pro rata for 20 hours per week).
10. Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure.
11. Appointment will be subject to satisfactory references
12. Appointment will be subject to the satisfactory completion of a three-month probationary period.

Management

1. The Lay Employee will have a Line Manager whose responsibilities will be to:
2. Become familiar with the work of the Lay Employee.
3. Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.
4. Determine priorities for the work.
5. Prepare a personal development plan with the lay employee.
6. Ensure good communication between all the 'stakeholders' (groups and networks) involved.
7. Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
8. Act as a "sounding board" to the Lay Employee.

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The Minister with pastoral care for Berkley Street Methodist Church and the Circuit Support Group will provide pastoral support for the Lay Employee, who will also be encouraged to nominate their own buddy /supporter to provide independent advice, encouragement and prayer as required.