



SOLIHULL PARISH

PART-TIME CHILDREN'S AND FAMILIES' WORKER

JOB SPECIFICATION

The Parochial Church Council of the Ecclesiastical Parish of Solihull is looking to appoint someone to join our Parish Children and Families team.

Responsible to:

Director of Children's and Families' Ministry.

Principal contacts

- Internal: Line manager, staff team, volunteers
- External: Parents, school staff

Job purpose:

To work with the Director of Children's and Families' Ministry, the staff team and volunteers in ministering to children and families across the Parish and in furthering the Parish vision for work with children and families.

The Role of Children's and Families' Worker will include the following but may evolve into other areas over time:

1. Meet regularly with the Director of Children's and Families' ministry to plan activities, discuss pastoral issues and to discuss the ongoing development of a strategy for evangelism and outreach amongst children and families.
2. Play an active role in the Parish staff team (lay and ordained), sharing the ethos, values and vision of the church.
3. Oversee and participate in the weekly worship in church for St Alphege infant school. This includes preparing rotas, liaising with volunteers, supplying scripts, maintaining costumes. You will also be required to ensure that Volunteers DBS checks and safeguarding training are up to date, adhering to Safer Recruitment guidelines.
4. Be part of the rota to prepare and lead worship at St Alphege junior school and assist with leading worship at other local schools as required.
5. Assist with the planning and running of our regular events:
 - Weekly Praise and Play sessions (Fridays 9.30pm-10.30pm)
 - Fortnightly Junior Growth group (Wednesday 5.30pm-6.30pm)
 - Monthly Messy Church sessions (Friday 4pm-6pm)
 - Annual Journey to the Stable and Easter Journey events and the Good Friday interactive service.

You will help with setup and clearing up, organise resources in advance of the sessions, prepare refreshments, lead worship, and interact with parents and children alike.

6. Co-lead the annual First Communion course (Sunday 2.30pm-3.30pm).

Places of work:

- Office – Room 3, Oliver Bird Hall, Church Hill Road, Solihull, B91 3RQ.
- Any of the three churches in the Solihull Parish (St Alphege, St Helen, St Michael), Oliver Bird Hall, local schools, as required.

Hours: 12 hours per week, term-time only. This is an indicative average; some weeks will be busier than others and applicants must be prepared to be flexible.

Pay: £7608 per annum including holiday pay, paid monthly at the rate of £634 per month. Holiday may not be taken during term time.

Start date: 1st September 2024

The appointment will be subject to two positive references and a satisfactory DBS check. Applicants should already be eligible for employment in the UK. The successful applicant will be required to undertake Safeguarding Training (available online).

It is a genuine occupational requirement for the post holder to be a practising Christian.

There will be an initial probationary period of three months.
This is a fixed-term contract for 12 months in the first instance.

More information

<http://www.solihullparish.org.uk/>

<https://www.facebook.com/solihullparish/>

Informal conversations or enquiries may be made to the Director of Children's and Families' Ministry, Linda Hicks, 07838 670772, l.hicks@solihullparish.org.uk .

Application and Selection Procedure

To apply, please complete all sections of the Application Form available from the Parish website, together with a brief Letter of Application stating why you are interested in the post.

Applications should be sent to Linda Hicks l.hicks@solihullparish.org.uk or c/o The Parish Office, Oliver Bird Hall, Church Hill Road, Solihull B91 3RQ.

Applications close at 12 noon on 12th April 2024.

Shortlisted candidates will be invited for interview in the week beginning 29th April 2024.

Copies of our Safeguarding Policies may be found here:

<https://www.solihullparish.org.uk/safeguarding/>