

## Liverpool South Circuit – Children’s Worker (Cover for maternity leave)

### JOB DESCRIPTION

<b>Job Title:</b>	Children’s Worker
<b>Location:</b>	St Mary’s Church, Halewood & Trinity Church, Page Moss
<b>Responsible to:</b>	The Lay Employee will be employed by the Liverpool South Circuit and will be under the supervision of the Superintendent Minister.
<b>Responsible for:</b>	The children’s ministry within the Page Moss and Halewood areas, including a team of volunteers.

### Purpose and Objectives:

To continue and develop outreach among children in the Halewood and Page Moss churches.

To communicate and build faith in churches and schools.

To share faith through school assemblies, Experiences and intergenerational community events.

To lead and work with a team of experienced volunteers and young leaders.

### Main Responsibilities:

- To make and nurture young disciples of Jesus.
- To help children explore the Christian faith in a creative and dynamic way.
- To enable spiritual understanding and growth.
- To prepare for and lead 4 children’s groups in the 2 churches, with the help of volunteers and young leaders.
- To take assemblies and lead clubs in 3 local primary schools, with volunteer help.
- Desirable to share preparation and leadership of ‘Experience’ events at Easter, Christmas and other festivals, with clergy and volunteers, in both churches.
- Desirable to attend 3Generate (Methodist Children’s and Youth Assembly) at the NEC in Birmingham, in autumn 2022, with children and young people and a team of volunteers.
- To organise and lead the Holiday Club at St Mary’s in July 2022, with the help of an experienced team of volunteers.
- To organise and lead Messy Mondays at Trinity at half-terms and during summer holiday.
- To lead Messy Church at Trinity one Sunday afternoon a month.
- To lead/co-lead Sunday morning worship at Halewood once a month.
- To attend bi-weekly Circuit staff meetings, monthly Team meetings in Halewood and Trinity, and quarterly Youth Matters Meeting. (Desirable to attend some other meetings when required, eg. Circuit Meeting and Circuit Leadership Team)

- To understand and adhere to Safeguarding policies, including ensuring safe recruitment of any additional volunteers.
- To appraise and review activities undertaken.
- To keep adequate records of contacts and of work undertaken.
- To manage and administer an agreed budget, including applying for funding when relevant and submitting monthly expense forms.
- To undertake any other related duties, identified by the Line Manager/Minister as are within your capability and level of responsibility, in order to meet the needs of the work with children and young people.

**Terms and conditions:**

Terms of appointment:	The contract is Fixed Term for a period of up to 1 year, during the post holder's maternity leave, starting 10 January 2022 and ending on the post holder's return to work.
Remuneration:	The salary will be £20,604 per annum (pro rata).
Pension	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
Hours of work	37 hours per week Monday-Thursday, including evenings, plus regular Sunday commitment, as above. At least one day free of responsibilities each week.
Training	Opportunities to attend District/Diocesan training events as considered appropriate by the management team.
Expenses	All reasonable expenses will be reimbursed. These will need to be agreed with the line manager first.
Holiday entitlement	28 days statutory annual leave entitlement per year (pro-rata), including Bank Holidays.
Criminal record clearance	Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
References	Appointment will be subject to satisfactory references
Probationary period	Appointment will be subject to the satisfactory completion of up to three-month probationary period.

## **Management**

The Lay Employee will have a line manager whose responsibilities will be to:

- Facilitate the Lay Employee's familiarisation with the post
- Become familiar with the work of the Lay Employee.
- Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission with children.
- Determine priorities for the work with children.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee through regular meetings.
- Act as a "sounding board" to the Lay Employee.