



# The Methodist Church

## NORTH YORKSHIRE DALES CIRCUIT 13/19

Registered charity number: 1143259

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Thank you for showing interest in this position. It is a new post. Please read through the Job Description and Person Specification below and, if you think that this is something which both interests you and which you think you have the skills to do, then please apply. The application form is attached and there is also an Equality and Diversity form which we would encourage you to complete.

### **SCHOOLS AND FAMILIES WORKER – JOB DESCRIPTION**

#### ***Job Location***

Based at Richmond Methodist Church, Dundas Street, Richmond, DL10 4AE

#### ***Responsible to***

The lay employee will be employed by and be accountable to NYD Methodist Circuit. She/he will work to a Management Committee. She/he will have a single line manager, the minister at Richmond Methodist Church.

#### ***Context and Job Purpose***

Richmond Methodist Church is a warm and welcoming church, well established within its local community. It has 121 members as well as our Junior Church. We have a Pre-School Parent and Toddler Group, plus Uniformed Organisations meeting on our premises. The Church building has a high footfall of people attending local community groups who hire our premises.

The main purpose of the Schools and Families Worker is to:

- grow our relationship with our Methodist School (*and other local schools*) and initiate and develop opportunities to engage pupils, and their families, in worship and faith development.
- strengthen existing relationships with families and children already attending church-linked groups
- develop relationships within the community to encourage and draw more people into the life and teaching of Christ.

#### ***Tasks and Main Responsibilities***

- To work collaboratively with the Minister at Richmond Methodist Church and to share responsibilities to meet the objectives of the role.

- To work alongside existing groups in Richmond Methodist Church, supporting their leadership and building relationships with the individuals in these groups and their families.
- To work with the minister and other church leaders in developing appropriate worship and faith development opportunities for these groups.
- To attend regularly for Sunday morning worship at Richmond Methodist Church, contributing when appropriate.
- To welcome and build links between new families and the regular congregation.
- To make contact with the other neighbourhood churches to share ideas and where appropriate activities.
  
- To develop links with local schools, through assemblies, special services, and after school activities, offering input into other activities as appropriate and encouraging schools to use the church for special school services.
  
- To promote family friendly activities and other events happening at the Church by a variety of means.
- To be innovative and pastoral in their engagement with children and families.
- To recruit and train volunteers to support their work.
- To produce an annual plan with clear aims and objectives in conjunction with the Management Committee.
- To keep adequate records of contacts and work undertaken.
- To attend and report to line manager at regular supervisory meetings; to attend Management Committee meetings, and other Church and Circuit meetings as appropriate.
- To work in line with the appropriate policies and procedures of the Methodist Church.
- To report on their work to Richmond Methodist Church Council and the Circuit Meeting.
- To undertake the work in a manner appropriate to the objectives and ethos of the Methodist Church

### ***Terms and Conditions***

1. The Annual Salary will be £17,160 (£11.00 per hour), payable monthly in arrears, plus 6% pension contributions and reasonable expenses.
2. Normal working hours: 30 per week, including some evening and weekend work.
3. This is a five year, fixed-term contract.
4. Opportunities will be given for study and continuing training.
5. Ongoing training is available
6. At least two days free of responsibilities within each seven day week.
7. 140 hours annual leave, which includes Bank Holidays or time in lieu of. Two thirds of annual leave to be taken during local school holidays.
8. The appointment will be subject to a satisfactory enhanced DBS safeguarding disclosure and the completion of appropriate safeguarding training.
9. This appointment will be subject to the receipt of suitable references and the satisfactory completion of a 6-month probationary period with an interim review after 3 months.
10. This post is presently funded for five years.

**Schools and Families Worker based at Richmond Methodist Church  
Person Specification**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Education &amp; Training</b>	Nationally recognised qualification in Children's, Youth or Community work or equivalent experience evidenced for the role.		Q, A, I
<b>Relevant Experience</b>	Current participant in the life of a Christian Church or Community		A, I
	Experience of being in a leadership role, whether paid or unpaid, in any context	Experience of being in a leadership role, whether paid or unpaid, in a Christian Church or Community	A, I
	Experience of working with children &/or teenagers &/or families	Experience of working in a culturally diverse community	A, I
<b>Special Qualities or Aptitudes</b>	Able to relate effectively to a wide spectrum of people.		A, I
	Able to communicate effectively in person and in writing.		A, I
	Able to motivate self and others. Able to work to goals without direct supervision.		A, I
	Able to present a strong Christian example. Able to contribute effectively to a team.		A, I
	Open approach to difference. Able to adapt to changing priorities and circumstances		A, I
	Able to be creative & offer encouragement	Able to use drama and/ or music and/ or art and/ or	A, I

		dance and/ or sport	
	Able to use own or public transport		I
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Special Knowledge &amp; Skills</b>	Able to relate previous experience to new work		I
	Willing to undertake training in Creating Safer Space and First Aid Training.	Proof of having undertaken recent training in "Creating Safer Space" and First Aid Training	
	Able to lead Worship in schools		A, I
	Able to use Microsoft Word and Power Point	Ability to use electronic forms of communication and social media	A, I
<b>Any Other Requirements</b>	Willingness to understand and engage with Methodism and be sympathetic to its disciplines.		I
	Satisfactory Enhanced DBS Disclosure.  This post holds a genuine occupational requirement for the post holder to be a Christian.		DBS Application

A – Application form; I – Interview; Q – proof of qualification (certificates or transcripts)