

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Children & Families Leader
<b>LOCATION:</b>	The GateWay, Addlewell Lane, Yeovil, BA20 1QN
<b>REPORTING TO:</b>	Leadership Team Leader
<b>SALARY RANGE:</b>	£23,128 (Full Time Equivalent)
<b>WORKING HOURS:</b>	30 - 37.5 hours / week (negotiable)
<b>START DATE:</b>	Early New Year 2022

## JOB PURPOSE

To lead YCC children and families work to enable us to effectively minister to children and families in our church and the broader community.

To support and advise the church leadership to ensure that our services and activities engage with children and families, and that their needs are considered in our long-term planning.

## KEY ACCOUNTABILITIES

### Responsibilities

#### Church Vision

- Define (in consultation with the Church Leadership Team) a vision for the children and families' ministry that contributes to YCC's overall vision
- Develop a ministry plan to achieve that vision
- Report to the Church Leadership Team about the children and families' ministry
- Work with the Church Service Planning team to ensure that:
  - Children's work is aligned with the wider picture of church activities
  - All Together services are planned and delivered to engage with children and families
- Provide support and advice to other groups/church activities who may wish to engage with children and families from time to time.

#### Management of Children's Work

- Develop and lead the delivery of:
  - Weekly children's work during Sunday services
  - Mid-week children's work at the Gateway
  - Children and families work at major festivals such as Christmas and Easter
  - Other children and families' events such as Holiday Clubs and Activity Days
- Ensure that children's work is:
  - Planned, delivered and evaluated in line with Christian beliefs and the values of YCC
  - Designed to meet the needs of the families within YCC
- Work closely with the Families Outreach Worker to help our engagement with families that we encounter through our outreach work
- Identify and establish opportunities to develop schools-based children's work.

### **Building and Developing Children's Work Teams**

- Recruiting volunteers to be part of a team to deliver children's work
- Developing, encouraging and supporting Create Team interns and volunteers who are directly involved in children's work
- Communicating vision and direction for the children's work Team.

### **Health & Safety**

- Ensuring that all activities adhere to YCC's policies on:
  - Health and Safety
  - Risk Assessment
  - Safeguarding
- Ensuring that children's workers are supported in all appropriate aspects of child safeguarding, and that all concerns are reported and handled promptly and correctly.

### **Budget**

- Working with the Church Leadership Team and to develop an annual budget for the children and families' ministry, and to operate within the constraints of that budget.

## **RESOURCES**

### **Finance**

The post holder will have delegated budgetary responsibility for aspects of the children and families work.

### **Staff**

The post holder will have no staff line management responsibilities, but will be responsible for building and managing teams of volunteers.

## PERSON SPECIFICATION

### Qualifications

- Desirable:
  - Qualification in children's work (either secular or church-based).

### Experience

- Essential:
  - Working with children and families
  - Leading Christian ministry to children in school years 1-6
  - Leading and managing teams
  - Managing volunteers
  - Drawing children and adults into the life of the church, and towards faith in Jesus.
- Desirable:
  - Managing a budget
  - Experience of work in schools.

### Skills and Abilities

- Essential:
  - Able to relate to children and families
  - Able to lead, manage, envision, and motivate a team of volunteers
  - Able to organise, set priorities, and delegate to others
  - Able to work without direct supervision
  - Able to welcome a range of views, and sensitively handle conflict and confrontation
  - Excellent written and verbal communication skills
  - Computer literate, with an understanding of MS Office products
  - Approachable and easy to get on with
  - Understand the vital importance of safeguarding, and good practice in this area.
- Desirable:
  - Hold a current driving licence and have access to a car.

### Personal Qualities

There is a Genuine Occupational Requirement for the post holder to be a committed Christian.

We are looking for someone who aligns with our vision, values and culture (which you can find articulated [here](#)).

We expect people in key leadership positions to have a mature Christian faith, with character and attitudes shaped by biblical principles, and an openness to personal growth and development.

We love helping people come to faith and grow in their discipleship with Jesus, we have a particular heart for the marginalised and vulnerable, and a commitment to work in partnership with Christians from other churches, and our whole community.

You will be required to undertake a Disclosure and Barring Service (DBS) check before being appointed.

## APPLICATION GUIDELINES

To apply for this post, please send a CV and Supporting information to:

jon.pocock@yeovil.cc

Supporting information should be no more than 500 words and should detail your ability to meet the criteria set out in the person specification.

Closing date for applications: Friday 7 January 2022.

Yeovil Community Church is committed to promoting equal opportunity in recruiting and delivery of services to our staff and volunteers. We are attempting to collect information about sex, age, ethnicity and disability to be used for statistical purposes only. This form is to be completed voluntarily and will be separated from your personal application. If you do not wish to provide this information, there is no penalty and you will be treated the same as all other applicants. Thank you for helping us to assess the equality and comprehensiveness of Yeovil Community Church's recruitment and services. Please download and complete the Equal Opportunities form [here](#).

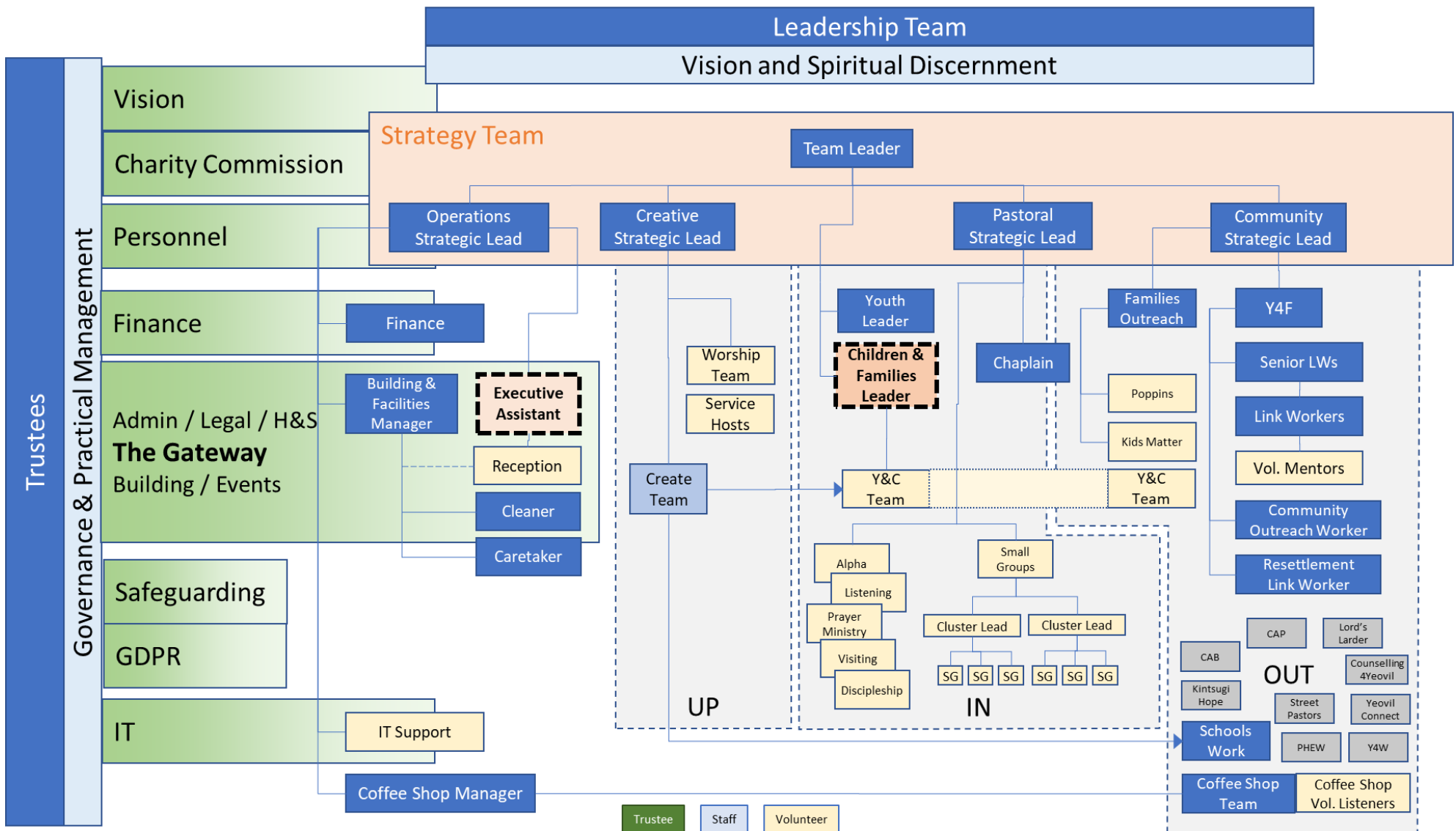


Figure 1: Location of this role within our Organisation