

THE PAROCHIAL CHURCH COUNCIL
OF THE ECCLESIASTICAL PARISH OF LITTLE HEATH
(Registered Charity No. 1133045)

JOB DESCRIPTION

Children & Families Worker

Job Title: Children & Families Worker

Reports to: Mark Maloney, Vicar of Christ Church Little Heath

Hours of Work: 10–15 hours per week (to be agreed)

The role will normally include:

- Sunday mornings
- Monday mornings (Little Feet Toddler Group)
- One Thursday afternoon/evening per month (Messy Church)
- Occasional school visits and special events

Salary: £13.07 per hour

Holiday Entitlement: 30 days per annum including bank holidays, pro rata

Normal Place of Work: Christ Church Little Heath and local schools as required

Job Purpose: To support the mission of Christ Church Little Heath by developing relationships with children and families, encouraging their spiritual growth, and helping them become part of the worshipping life of the church.

The postholder will provide Christian leadership within the church's children's and family ministry, helping to build bridges between community outreach activities and regular Sunday worship.

Principal Responsibilities:

1. Sunday Morning Ministry

- Lead and oversee Sunday School and other children's activities during Sunday worship.
- Prepare and deliver age-appropriate Bible teaching and activities. Resources are available.
- Support, encourage and develop volunteers involved in children's ministry.
- Build positive relationships with children and parents attending church.
- Encourage families to participate fully in the life of the church.

2. Little Feet Toddler Group

- Attend and contribute to the weekly Little Feet Toddler Group.
- Build positive relationships with parents, carers and children.
- Provide appropriate Christian input through stories, songs, celebrations and seasonal activities.
- Work alongside volunteers and staff to create a welcoming and supportive environment.
- Identify opportunities to invite families into wider church activities and worship.

3. Messy Church

- Plan and lead a monthly Messy Church programme in partnership with volunteers and staff.
- Develop engaging activities that communicate the Christian faith in accessible and creative ways.
- Welcome and support families attending Messy Church.
- Encourage ongoing connections between Messy Church families and the wider church community.

4. Schools Ministry

- Assist with school visits to the church.
- Help deliver educational and faith-based activities for visiting schools.
- Support the development of positive relationships between Christ Church and local schools.
- Participate in assemblies, lessons or special events where appropriate and agreed.

5. Family Engagement and Pastoral Support

- Exercise pastoral care and concern for children and families connected with the church.
- Maintain regular contact with families involved in church activities.
- Encourage pathways from Little Feet and Messy Church into Sunday worship and church life.
- Support families in exploring and growing in the Christian faith.

6. Administration and Communication

- Maintain appropriate records relating to children's and families' ministry.
- Assist with communication to families regarding activities and events.
- Contribute to publicity and promotion of children's and family activities.
- Ensure all work is carried out in accordance with safeguarding requirements.
- Work collaboratively with church staff and volunteers.

7. Safeguarding

- Promote and maintain a culture of safeguarding throughout all children's activities.
- Follow all Church of England and Diocesan safeguarding policies and procedures.
- Undertake required safeguarding training.
- Work closely with the Parish Safeguarding Officer.
- Ensure that safeguarding concerns are reported appropriately and promptly.

General Responsibilities

- Work collaboratively as part of the church staff and volunteer team.
- Participate in staff meetings and planning meetings as agreed.
- Support the vision, mission and values of Christ Church Little Heath.
- Undertake such other duties as may reasonably be required and are consistent with the nature of the post.

Genuine Occupational Requirement

In accordance with Schedule 9, Part 1 of the Equality Act 2010, there is a genuine occupational requirement for the postholder to be a practising Christian.

The postholder will be expected to actively support the Christian ethos, mission and ministry of Christ Church Little Heath and to provide spiritual leadership within children's and families' ministry.

Person Profile

We are looking for someone who:

- Has a living Christian faith and is committed to the mission of the Church.
- Enjoys working with children and families.
- Is warm, approachable and able to build relationships across different age groups.
- Can communicate the Christian faith in an engaging and accessible way.
- Is organised, reliable and able to work both independently and as part of a team.
- Is committed to safeguarding and the welfare of children and vulnerable people.
- Is willing to learn, develop and contribute to the wider life of the church.

Note: This Job Description does not form part of the Contract of Employment and may be reviewed from time to time in consultation with the postholder.