



THE CHURCH OF SCOTLAND
DALMENY AND QUEENSFERRY PARISHES
JOB DESCRIPTION

Title of Post: Children & Family Worker (part time), Dalmeny linked with Queensferry Parish Churches of Scotland.

Responsible to: This is an appointment of the Dalmeny and Queensferry Kirk Sessions under the Presbytery Development Fund, but you will be responsible to the Parish Minister of Dalmeny with Queensferry in the first instance.

Date: February 2017.

Term: The appointment is for 24 hours per week (37.5 hours FTE).

Main Purpose of Post:

The Dalmeny and Queensferry congregations seek an enthusiastic individual to develop and lead activities in the area of Children & Families ministry in conjunction with Rev David C Cameron across the two linked parishes. The remit of the post builds on the foundational work undertaken by our Mission Coordinator over the last four years in the communities and should aim to share the gospel message within the wider communities and parishes served. Specifically the role will focus on our involvement in the local schools, in our congregations and through the engagement with young families across our communities.

Main Areas of Responsibility

Build on existing base

- Messy Church (once a month at present), Holiday Club (once a year at present), weekly all-age worship and children's activities in Queensferry Church and every second Sunday at Dalmeny Church.

Schools Based

- Chaplaincy, including school assemblies and Scripture Union lunch clubs at 3 primary schools.

Develop new Faith Based Support for Young families

- Build into existing community organisations a faith link and support for families.
- Develop new initiatives that help families integrate more fully into the life of our congregations.

Equip Leaders

- Support existing church and uniformed organisation leaders in their work with children and families and develop new innovative ways of recruiting and training others to lead and support existing and new initiatives.

MAIN DUTIES:

As part of the team ministry:

- Continue the work amongst children and families in partnership with the teams connected to the churches of Dalmeny and Queensferry. Namely in the areas of Family worship, Holiday Club and Messy Church and develop further opportunities and initiatives as appropriate.
- Use our current activities as a base on which to build new opportunities for children and families to come to know Jesus and to be supported in their family life.
- Continue the work and further develop the School Chaplaincy to 3 primary schools in the parish. Namely in the areas of school assemblies, Scripture Union lunch clubs and develop further opportunities and initiatives as appropriate.
- Lead and develop the training for those volunteers involved in the current children's activities and recruit and train additional volunteers to become involved in existing and new opportunities.
- Develop new opportunities for children and young families to be supported through faith in community activities
- Encourage lay people to utilise and share their gifts and talents to become involved in the mission of the church to grow wider, deeper and closer in the ministry of children and families.
- Combine the best of our tradition with imagination by engaging with emerging ways of being church.
- Build on links and relationships with neighboring churches and their ministry teams.
- Undertake such other duties as may be required by the Parish Minister from time to time.

Specific Job Skills

- Experienced in engaging with and working with young people and families engaging at a level that is appropriate to different audiences – in particular, to engage with and enthuse primary/pre-primary children and their parents/carers.
- Understand the diverse requirements of a demanding young and growing population.
- Passion to communicate the message of Christ to fulfill our mission to grow wider, deeper, and closer helping children and families to grow in a relationship with Jesus.
- Ability to work within a team, be an effective team member and demonstrate leadership skills in team situations.
- Willingness to work in partnership with other local churches and denominations, and with national Christian organisations (e.g. SU and Care for the Family)
- Ability to facilitate small groups to help them plan and organise specific initiatives.
- Ability to train and develop current church leaders and to create an environment for creative thinking about new ways of doing things.

Desirable Skills

The ability to use Microsoft Office applications including Word, Outlook and PowerPoint.

Person Specification: Children and Family Worker

Skills, abilities and knowledge	Essential	Desirable
Ability to relate to people with a broad range of understanding of their Christian faith.	√	
Ability to engage with people who have little or no church connection.	√	
A commitment to partnership working and maintaining and developing links with the local community.	√	
Strong planning and organisational skills.	√	
Ability to think and act creatively.	√	
Experience of the delivery of children's work and awareness of issues influencing children.	√	
Understanding of the pressures facing parents/carers of children, and the ways that the churches can support them.	√	
Experience of leading a small team.		√
Experience in Parish work.		√

Personal Qualities	Essential	Desirable
<p>That the candidate is a committed Christian with a live faith connection. (This is a genuine occupational requirement under the Equalities Act 2010).</p> <p>Demonstrable ability and commitment to work as part of a team.</p> <p>Excellent communication skills across all ages and types of people.</p> <p>Flexible and adaptable</p> <p>Approachable and can relate authentically to all.</p> <p>Self-motivated with the ability to motivate others.</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	
Educational Qualifications	Essential	Desirable
<p>Educated to degree level in the field of Children / Family work or with a similar academic accredited qualification OR with significant recent and relevant work experience in these areas</p> <p>Post graduate qualification in Children's theological education or equivalent relevant experience.</p>	<p>√</p>	<p>√</p>

Vacancy: Children and Family Worker

Terms and Conditions:

- This is a part time post of 24 hours per week (37.5 hours FTE)
- Remuneration shall be based on the Ministry Development Staff scale which is currently £24,266 to £27,432 pro rata per annum. The starting salary would be at point 1 on the scale.
- The post is based in Dalmeny and Queensferry, office accommodation and some administrative support will be provided
- While normal hours of work will be 24 hours per week as agreed locally, the nature of the work calls for a degree of flexibility, thus hours of work, which are as agreed with the Parish Minister, may vary from week to week.
- There are 6 weeks pro rata annual paid leave in each full calendar year, 1 January to 31 December. Entitlement is based on full weeks worked. 5 pro rata statutory holidays are extra to this annual entitlement.
- Travel expenses by public transport or by use of own car at rates as agreed by your Employer and reviewed annually. Car mileage and allowance will be paid by the Employer in the first instance and reclaimed from the congregation on a quarterly basis.

Application forms can be obtained from our church office :

Queensferry Parish Church Office

The Loan

South Queensferry

EH30 9NS

0131 331 1100

OR via our Church Website : www.gpcweb.org

Further information can be obtained from Rev David Cameron 0773 7910018 (from 28 February) or

David Rutherford, Queensferry Session Clerk 0775 3623819 or

John MacKay, Dalmeny Session Clerk 01506 845476

Please return completed application form in an envelope marked 'private and confidential' to:

Queensferry Parish Church Office- office@gpcweb.org or to: minister@gpcweb.org

Closing date for applications is noon on Friday 3 March 2017 with interviews on 22 March 2017