

JOB DESCRIPTION

Job Title:	Children and Families Worker
Responsible to:	St Peter's Expression Team Leader
Key internal relationships:	St Peter's Expression Team; particularly the St Peter's Gathering Coordinator
Key external relationships:	Other Children and Families Workers across Loughborough Churches Partnership (LCP) and Pioneer. Elim Church Loughborough

Job Context

Open Heaven is a strong and growing church. Our vision is 'Making Disciples who establish heaven on earth'. We have three expressions of Open Heaven Church in Loughborough. We are known for our effective discipleship culture, the development and release of younger leaders, and working in unity and partnership with others across the body of Christ. We are also a Resource Church for Pioneer Midlands, which means we serve and strengthen around ten churches who are connected to us.

We see children as fully functioning members of our church community who are filled with the same Holy Spirit as adults. Open Heaven now has over fifty children from 0-11 years old. We have three separate children's groups on a Sunday. We are very child-aware in our gatherings and deliver regular high quality all age worship.

We see home as the primary place of spiritual formation and want to equip parents to feel confident to make that happen and to have the resources to disciple their children effectively in age appropriate ways.

We want to become the most supportive and welcoming community we can to those families who are adopting and fostering.

This role will lead, oversee and develop Open Heaven's children and families ministry within Open Heaven Church.

Job Purpose

1. To oversee and develop Open Heaven's Children and Families Ministry by:
 - creating and casting a compelling vision for effective children's work and outworking a strategy to achieve that vision
 - growing a motivated team of volunteers
 - equipping families to make home a place of spiritual formation for all ages
 - increasing the missional focus
2. To be our Safeguarding Deputy
 - supporting the Safeguarding Lead

Scope and Limits of Authority

The Children and Families Worker will:

- be the budget holder and have budget responsibility for all children and families work and ministry

Areas of Responsibility

1. Children and Families Worker:

- Creating children's work on a Sunday that kids love being a part of
- Attend St Peter's Expression leadership team meetings to help collaborate on how children are involved, contribute and grow in the context of this gathering
- Create, source and adapt engaging material for our children's groups
- Leading and supporting a Children's Core Team of passionate volunteers, including going away together on Children's Work Conferences
- Recruit leaders and helpers for each children's group
- Equip families to make home a place of spiritual formation for all ages with take home ideas from Sundays
- Oversee regular parenting courses for different stages of parenting eg. toddlers and teenagers and courses such as 'Parenting for faith'
- Plan and deliver seasonal events in the church calendar e.g. All Age Christmas and Easter events, Light Party, Children's work at the Weekend Away
- Be on the Messy Church team and help deliver termly Messy Church events.
- Lean into those with expertise in Open Heaven to help support families with adopted and fostered children and those with additional needs.
- Implement new initiatives to engage more children and families, such as additional parenting courses and developing our SEN resources.
- Oversee weekly afterschool club to reach unchurched children in Loughborough

- Partner with SoaR and Elim Church Loughborough to oversee annual holiday club to reach unchurched children in Loughborough
- Develop good relationships with schools and deliver clubs/assemblies when invited e.g Spark Club at Loughborough CofE Primary School with Emmanuel Church's Children and Families Worker.

2. Deputy Safeguarding Lead

- To cover the Safeguarding Lead in their absence
- To administrate DBS applications for new volunteers
- To administrate Safeguarding training for new volunteers and ensuring all volunteers complete the training annually
- To work with the Safeguarding Lead to create reports for the quarterly Trustee meetings
- Together with the Safeguarding Lead staying connected to Thirtyone:eight, and Elaine Davidson (Pioneer's Safeguarding Advisor)

3. General Staff responsibilities:

- Participate in Office Prayer
- Attend Staff Team meetings
- Update and manage ChurchSuite data
- Adhere to and follow Open Heaven's Safeguarding / GDPR Policy
- Outwork the Open Heaven Staff Team values

PERSON SPECIFICATION

It is an occupational requirement of this post to have a personal faith in Jesus.

Personal Qualities

- To have a personal faith in Jesus
- To commit to Open Heaven's vision, ethos and values
- To demonstrate a consistent integrity, humility and valuing what Jesus values
- To have a passion for mission
- To love the church
- To demonstrate a can do attitude
- To have a desire to help Open Heaven continue to grow in excellence and creativity in our Gatherings
- To contribute to a working environment of mutual christian encouragement and growth

- To possess a commitment to teamwork and continual learning
- To be highly motivated and possess a healthy work ethic
- To use initiative to get tasks done
- To be willing and able to work flexible hours as the nature of working for church means we put on events and activities when others are not at work or school. This means the role will include working some Saturdays, most Sunday mornings, after school and occasional evenings.

Knowledge

- To have an understanding of the development of a child's faith journey throughout the ages and stages of childhood
- To have knowledge of the various organisations that resource and support children's ministry

Experience

- To have experience of:
 - providing leadership to teams
 - organising events
 - managing budgets
 - line management
 - managing and working with volunteers
 - working in a small organisation and/or team
 - working with multiple stakeholders
 - project management
- To have participated in a discipleship year or show strong self-awareness and good conflict resolution skills

Skills / Abilities

- To demonstrate leadership and management qualities and skills
- To possess strong organisational and project management skills
- To bring flair and creativity to work undertaken
- To have excellent public communication skills and inter-personal skills
- To have a desire and ability to work in close collaboration with team members
- To be able to influence and advise others
- To be able to oversee volunteers to support the delivery of all tasks within this role
- To be able to handle pressure and meet tight deadlines, particularly in the busy periods of the church calendar
- To be able to assess risks and escalate where necessary
- To possess and utilise initiative in the delivery of the role
- To possess excellent computer skills; we use Google Drive and ChurchSuite