

Role Description Children and Families Worker – Stay & Play	
<p>The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults.</p> <p>The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.</p>	
Name of church/body	St Mary’s Church, Hook with Warsash
Role title	Children and Families Worker – Stay & Play
Main purpose of the role	To support the work of our Ministry to Children and Families with specific responsibility for Stay and Play
What you will be doing	<p>In addition to fulfilling the role of a Team Member</p> <ul style="list-style-type: none"> • Arrange and supervise activities for pre-school children and their responsible adult in line with Health and Safety for Stay & Play • Be responsible for St Mary’s Stay & Play property • Engage with parents and carers who attend to create a relaxed enjoyable time together • Include Spirit-led and Bible based activities once a month – “Tots’ Praise” • Liaise with and mentor Team Members • Liaise with Refreshments Team • Communicate with Stay & Play Families, including publicity • Develop the ministry with Team and Incumbents • Report any risks identified in the Hall and surrounding areas • Provide the Treasurer with a report and information from time to time as necessary. • Liaise with Treasurer regarding invoices and any other payments received or to be paid. • To report any and all adult or child safeguarding concerns to the PSO or incumbent • To undertake safeguarding training in line with the expectations of Portsmouth Diocese

When and where you will be doing it	Weekly in Term time for Stay & Play sessions to include set up and pack away time in the Church Hall, and the Church when required At least three yearly meetings with the Children & Families Worker – Messy Church and the incumbent to discuss any issues/changes
Disclosure & Barring Service (DBS) Requirements	Enhanced DBS with Children’s Bar required
Who you will be responsible to	Incumbent, Churchwardens and St Mary’s PCC Line Manager – Revd NS Terry
Training requirements	Training will be provided to ensure a good foundation. The Church of England training requirements for this post can be found at: https://www.portsmouth.anglican.org/safeguarding/training/
Support you will be given	St Mary’s Church PCC provide a supportive, inclusive and positive environment that ensures you enjoy your working here and that you are treated with respect and courtesy and provided with support, supervision and training. You will have the support of the other Children and Families Worker as a colleague.
General information	<ul style="list-style-type: none"> • You will need IT experience in Microsoft office • The successful candidate(s) would be appointed by the PCC after meeting the Church of England Safer Recruitment requirements • This post is subject to a review by both parties after 3 months

Created by: Ms L Buckle and Revd NS Terry	Date: 14 Aug 2024
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Person Specification for Children and Families Worker – Stay & Play		
This document describes the skills, experience and attributes that a person needs to carry out the above role.		
Criteria	Essential	Desirable
Knowledge		Awareness of the Bible, Christian values and wider life of the church
Skills	Creativity and enthusiasm for working with children Effective communication skills with young people	
Experience		Previous experience of team working activity with children
Personal Attributes	Must be compliant with St Mary’s Church Safeguarding Policy and Practice	Commitment to personal faith journey demonstrated in word and deed
Qualifications/ Training	Willingness to undertake relevant training determined by the Church of England as appropriate	
Availability	As detailed in the role description	
Other	Should have attended St Mary’s Church regularly for six months	Should be 18 years or over

Created by: Ms L Buckle and Revd NS Terry	Agreed by PCC: September 2024
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