

# **Children's and Families' Leader**

## **Vacancy Information Pack**

**Closing Date: 30th October, 2024**

**Shortlisting: 31st October, 2024**

**Interview Date: 4 November, 2024**

October 2024

Dear Candidate,

I am delighted that you have expressed interest in the role of Children's and Families' Leader based at St James, Kidbrooke, and I hope that you will find the information provided in this pack helpful.

This is an exciting opportunity to join our team as we continue to establish and grow new worshipping communities within the Kidbrooke area.

We hope this will provide an opportunity for someone of faith, who wants to apply their skills, shares our vision for St James and the local community, and wants to join us as we seek to equip families for their journey of faith, grow in the things of the Holy Spirit and have fun in the process.

If you feel called to be part of this journey, we would be delighted to hear from you. Please send your CV and a covering letter to [info@stjameskidbrooke.org](mailto:info@stjameskidbrooke.org).

If you would like an informal discussion, do contact us. Please note that if you are looking for a full time role, there is potential for you to apply for an additional 2 day a week administrative role at St James.

Yours sincerely,

Revd Dom Toms

[dom@stjameskidbrooke.org](mailto:dom@stjameskidbrooke.org)

## Job Description

<b>Job Title:</b>	Children's and Families' Leader
<b>Salary:</b>	£21,000 per annum (£35,000 pro rata)
<b>Employer:</b>	Diocese of Southwark
<b>Hours:</b>	Part time, 3 days per week, including Sundays
<b>Contract:</b>	Fixed Term - until 30 June 2028
<b>Base Location:</b>	St James Kidbrooke, Kidbrooke Park Rd, SE3 0DU
<b>Reporting to:</b>	St Peter's Children and Families network lead

### Background:

This is an exciting opportunity for a Children's and Families' Leader to play a key role in implementing "*A Fruitful Future II: Strategic growth and cultural change in the large, diverse Diocese of Southwark.*"

Specific projects have been identified in places across the Diocese of Southwark where there is a clear opportunity for growth and funding has been obtained from the Church of England's Strategic Development Fund to support these projects.

One of these places is at St James, Kidbrooke (SJK), a charismatic Anglican church with a vision to bring heaven to south east London. We believe church should feel like family, make Jesus known, be empowered by the Holy Spirit, function every day (not just Sundays), and impact its local area. SJK is in partnership with St Peter's Brockley (SPB), who have recently been designated a 'Resourcing Church' and plan to plant and/or graft churches across the area.

This is an exciting time to be a part of great team and a growing church. In September 2023, a group of people from SPB, who either live in Kidbrooke or simply feel called by God to join SJK, 'grafted' into the existing congregation at SJK. We're really excited to be entering into our second year of the graft to see all that God has in store for us.

We want to create a place of 'home' for all children where they feel secure, heard and disciplined, and feel confident to invite friends, in line with the wider church vision and strategy.

### Job Purpose:

The purpose of this role is to work with the Church leadership team to run children's work and in supporting families both inside and outside the church. To help families in the community connect into church and meet Jesus, and to provide pastoral support for families already in the church.

The role holder will also be expected to work with St Peter's Children and Families lead as well as their lead therapist from Growing Hope charity on Sundays and mid-week to ensure all children with additional needs are safe and included.

### **Key Relationships:**

Core Church Leadership Team

St Peter's Children and Families network lead

Parish Staff

Diocesan Project Manager and the Core Project Team

Church and Parish children and families

### **Key Responsibilities:**

The role covers a wide range of tasks, which fall into the areas outlined below.

- Continue to run the mid-week stay-and-play toddler group (Little Haven), as well as help to coordinate our new-mums and babies fitness class (The Well).
- Prayerfully develop the toddler and baby groups to be a place where our value of 'making Jesus known' is the highest priority.
- Develop children's ministry through dynamic and effective programmes of children's work and related activities. Depending on experience, the role holder will take on more responsibility over time.
- Organise, plan, and develop all elements of the Kids' Church curriculum. Depending on experience, the role holder will take on more responsibility over time.
- Support and encourage children to grow in their faith, knowledge and understanding of being a disciple of Jesus, awareness, and capacity to live a Spirit-led life, with opportunities to practise and grow in the gifts of the Spirit and become active members of the SJK church community.
- Help run events, such as holiday clubs and new mission and community opportunities for local children outside SJK.
- Identify, recruit, train and nurture new volunteers for all kids' activities and groups.
- Manage and provide pastoral support to Kids' Church volunteers.
- Ensure that volunteers and team members are sufficiently trained and have good knowledge of safeguarding policies and procedures.
- Ensure that safeguarding policies are followed, and that robust safeguarding practice is fully embedded in all aspects of the children's ministry.
- Ensure risk assessments are carried out for all activities.

## Person specification

### Essential

- Experience in working with families and children.
- Ability to create a dynamic and fun environment for young children.
- To have the heart of an evangelist and desire to reach children and families outside of the church.
- Committed to the spiritual and emotional development of all the family.
- Some experience of being a part of or leading group discussions.
- Good with people, and ability to recruit, lead and pastor a range of volunteers.
- A self-starter able to work on their own initiative and manage their own workload well.
- Confident in interacting with parents and caregivers.
- Adaptable to new opportunities and able to proactively engage with unexpected challenges that can occur in church life.
- Good organisational skills and comfortable within a team environment.
- Understand the importance of confidentiality and to behave accordingly.
- Computer and social media literate.
- Ability to run an event from initial planning to review.
- Able to work on Sundays to attend services, and Tuesday mornings to attend staff meetings. The role holder will need to be available to work key dates and events, including Christmas services, Easter services and other special services.
- Committed to ministry in the power of the Spirit.
- Committed to making Jesus known.
- Committed to church feeling like family.
- Committed to the bible being a source of truth children and caregivers can go to.
- Committed to discipling the children and families.
- Committed to every church in the network impacting their local area.

**The role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, statutory legislation and guidance. Candidates will be required to submit a self-disclosure check at interview and the role will be subject to a DBS check.**

**This post is subject to an occupational requirement that the post holder be a practising Christian under part 1 of Schedule 9 of the Equality Act 2010.**

**We also expect that the successful candidate is an active member of St James or is prepared to become so.**



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**DIOCESE OF SOUTHWARK**  
**Children's and Families' Leader**  
**Outline terms and conditions**

**Normal Place of Work**

St James Kidbrooke, Kidbrooke Park Road, SE3 0DU.

**Employer**

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

**Length of contract**

The post is funded for a fixed term until 30 June 2028. We are planning for the post to be funded by SJK after the funding has elapsed.

**Salary**

The post has a salary of £21,000 per annum (£35,000 pro rata)

**Probation**

The appointment is subject to the satisfactory completion of a six-month probationary period.

**Hours of work**

21 hours per week, including Sundays. The role holder will need to be available to work key dates and events which could include Christmas services, Easter services, Annual Parochial Church meetings and PCC when required.

**Holiday Entitlement**

You will receive 26 days annual leave per annum pro rata, increasing to 31 days after 2 years' service. There is also an entitlement to eight national bank holidays. The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

**Sick Pay**

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

**Season Ticket Loan**

An interest free season ticket loan is available upon satisfactory completion of the probation period.



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### **Pension**

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

### **Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

### **Termination of Employment**

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.

### **Equal Opportunities**

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

### **Disciplinary and Grievance Procedures**

Further details would be provided in the contract of employment that would be issued on appointment.