

STAMFORD METHODIST CIRCUIT (23/15)

Circuit Children & Family Worker

POST

Part time Children & Family Worker (25 hours per week to be worked flexibly)

LOCATION

To support, develop and enable work among children and families in the churches within the Circuit

LINE MANAGEMENT

A Circuit Minister and the Management Team

AIMS OF THE POST

- To reach out to children and families offering a welcome to all
- To offer the love of God through care and support to children and families within our communities
- To offer the Good News of Jesus Christ in appropriate ways to children and families

Job description

The task would include involvement in and encouragement of the following groups and activities, with the aim of building bridges between them and the wider church.

Worship

- Tea time church at Stamford and Empingham
- Messy Church at Ketton, Deepings and Bourne
- RAP (Ryhall Academy Praise)
- Follow up baptisms where appropriate
- Leading / assisting with children's work at other Circuit events (Barn Weekend / Family days etc)

Toddler Groups

- Empingham, Stamford, Uppingham, Deepings, Ketton, Thurlby, Bourne and Oakham

Junior Church

- Stamford, Deepings and Oakham

Girls Brigade & Boys Club and Brownies

- Stamford and Bourne
- Oakham

School Assemblies, visits and schools work

- Somerby, Empingham, Stamford Malcolm Sargent School.
- Ketton, Bourne and Oakham (Open the Book)
- School visits to the local church

Activity Mornings

- Twice a year at Oakham (possibility)
- Annual Summer Holiday Club at Stamford

School time club (JAM)

- Ketton School

Pastoral

- To agree with the local minister whether to visit or refer for a visit.

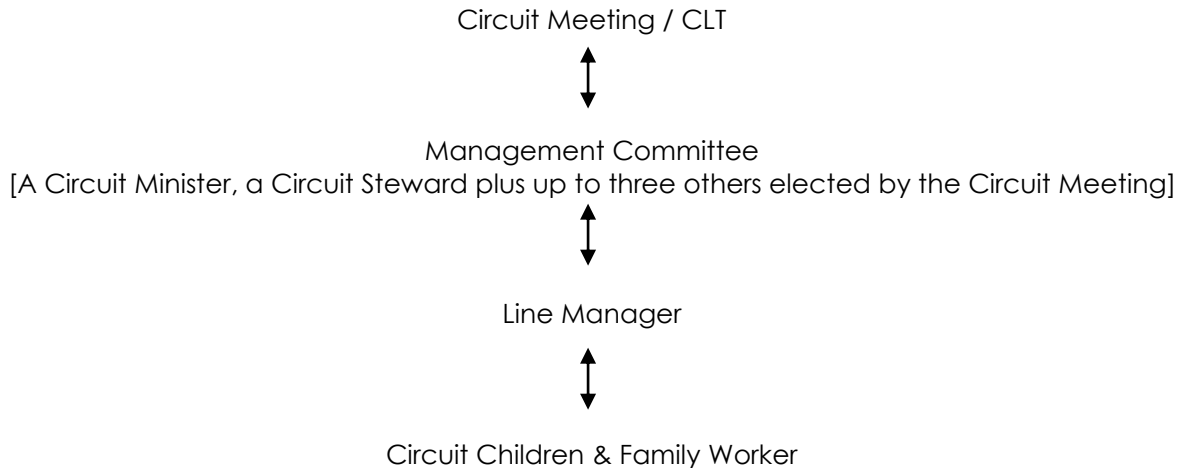
Training

- To identify volunteers' training needs and provide appropriate input for those working with children and families

ADMINISTRATION / POLICIES

- Ensure that all activities meet the requirements of the Circuit Safeguarding Policy and Health & Safety requirements. The appointee would require a current Enhanced DBS disclosure.
- Attend supervision meetings with the line manager and Management Team
- Keep the line manager fully informed of developments and consult with the line manager before making major decisions
- Undertake training appropriate to the tasks.

MANAGEMENT STRUCTURE



1. The Management Committee will agree aims and objectives for the work based on those outlined in the Job Description. The line manager is responsible for setting goals and targets to ensure that the aims are met, as well as all aspects of day to day management.
2. Supervision with the line manager will take place for a minimum of one hour, but not more than 1.5 hours every two months. The supervision meeting will also provide an opportunity for prayerful reflection and seeking God's will for the work being undertaken.
3. The Stamford Circuit has a disciplinary procedure, a copy of which is attached.
4. The worker will be eligible to attend circuit meetings as well as local Church council meetings, when appropriate and as invited.

MONITORING & EVALUATION

- The work will be monitored by the Management Committee which is accountable to the Circuit Meeting.
- A quarterly report will be presented to the Circuit Meeting by the Children & Family Worker (either verbally or in writing).
- Evaluation will also include an annual appraisal for the Children & Family Worker by the Line Manager

SUPPORT

The Children & Family Worker will be encouraged to set up a Support Group.

FINANCES

The salary for the Children & Family Worker will be £11.55 per hour
Allowable expenses will be reimbursed.

Subject to the provisions below, this contract will commence on 1st October 2017 (or as soon as possible thereafter).

TERMS & CONDITIONS

1. Annual Leave

25 days annual leave per year pro rata in addition to public holidays.

2. Disclosure

The Children & Family Worker will maintain an enhanced D.B.S. Disclosure.

3. Expenses

All agreed expenses necessarily incurred during the course of the Children & Family Worker's duties will be reimbursed. Agreed travel costs will be refunded at the Inland Revenue approved mileage allowance rate as printed in the Minutes of Conference and Directory.

4. Hours of Work

The normal hours of work are 25 per week. This will include weekend and evening work.

5. Pensions

The Children & Family Worker is eligible to join the Methodist Church Pension Scheme. Further information is available from Pensions Department at Methodist Church House.

6. Preparation and Study; Training; Study Leave

A minimum of two hours per working week for study and preparation.

Not less than five days per year for training, and three day's study leave for each year of service, with the employer making appropriate financial provision.

7. Probationary Period

The contract will be made permanent upon satisfactory completion of a three month probationary period.

8. Sickness

Should the Children & Family Worker be absent from work by reason of ill health, he/she will be entitled to receive up to twenty working days (pro rata) occupational sick pay, less any statutory sick pay entitlement, in that period. The period should be considered in terms of a rolling year. Extensions of sick pay are made at the employer's discretion.

9. Termination of Employment

Where the contract of employment is terminated by your employer you are entitled to the following notice:-
One week after one month's continuous employment.

Thereafter one week's notice for every completed year of service up to a maximum of twelve weeks.

If you wish to terminate your employment, you are required to give one week's notice for each year of service, including previous contracts.

AGREEMENT

Signed:

Name:

Date:

Superintendent Minister, Stamford Methodist Circuit (23/15)

Signed:

Name:

Date:

Circuit Children & Family Worker, Stamford Methodist Circuit (23/15)