

Children's & Families Worker (part-time, 20 hours)

The Abbey Church of Dunfermline is looking to recruit a Childrens & Families Worker to work with our Minister to befriend the local community, respond to their needs and provide insight into the historical context of our church.

Background:

The Abbey Church of Dunfermline is a friendly, compassionate parish church located in the centre of Dunfermline with a gathered congregation. Dunfermline is one of the fastest developing towns in the UK.

Our parish includes the historic quarter of Dunfermline, part of the town centre and south western areas and extends to the village of Crossford. Within the parish there is one primary school, and the minister is chaplain to Dunfermline High School (historic connection between the Abbey and the School). There is a Boys' Brigade Company associated with the congregation, a Toddler Group, Brownies and Guides. The church has over 35,000 visitors a year, including educational visits from local and national schools.

Main Responsibilities

- Assess the needs of children and young people in our area, planning and delivering programmes that reflect nurturing of faith and educational engagement
- Develop the following existing initiatives:
 - Youth and Children's programmes
 - Messy Church including Crossford Village Hall
- Develop a programme for educational visits and other activities in conjunction with Historic Environment Scotland, Dunfermline Carnegie Library and Gallery and Abbot House.
- Develop a programme of events for children and young people that allow them to feel welcomed within the church community and buildings
- Teach Biblical life skills using a variety of programs
- Regularly monitor and review the quality of the local youth work provision

Main activities

Primary Schools Outreach work: (Approximately 5-10% of time)

- Lead and develop a team for summer outreach programs and a summer Holiday Club
- Encourage youth, children and their families to attend Sunday programmes that are developed with the support of families with youths and children.

Secondary Schools Outreach Work: (5-10% of time)

- At the invitation of the Head Teacher, and in partnership with the minister who is chaplain, investigate how to support programs that may be initiated.
- Promote and develop partnerships with other Churches and para-church ministries that seek to work with youth.
- Seek opportunities to build appropriate relationships with young people

- Be able to explain the Good News of Christianity in a way that engages young people and their youth culture.

General

- Work with parents and leaders in the recruitment, training and encouragement of suitable volunteers to support, sustain and develop all areas of youth and children’s work;
- Practice and promote high standards of Health and Safety, Child protection, tolerance and inclusion within the premises, including ensuring that equipment and premises are used appropriately
- Identify and pursue sources of funding for projects to improve services and or resources for youth and children.
- Manage finance and administration of youth and children’s data and records as appropriate;
- Promote and publicise children and youth activities.
- Participate by agreement of the line manager in events run by others that contribute generally to Christian Youth Work in Scotland and or provide the worker with training and /or experience;
- Take part in staff meetings and local community network meetings as appropriate
- Undertake reasonable duties as directed by the Parish Minister
- Contribute fully to an appraisal process

Person Specification:

	Essential	Desirable
Skills, abilities and knowledge		
Proven significant experience in working within an education environment (Primary or Secondary – voluntary or salaried)	X	
Extensive experience of working with young people in a church environment		X
Experienced in establishing community activities		X
Experience in recruiting and leading volunteers		X
Experience in managing projects	X	
A strong commitment to young people and an understanding of the factors affecting their lives.	X	
Proven experience in providing reliable support to children and young people in times of stress	X	X

ABBEY CHURCH OF DUNFERMLINE
 CHILDRENS AND FAMILIES WORKER – JOB DESCRIPTION AND PERSON SPECIFICATION

Proven ability to communicate, liaise and negotiate with a diverse range of people.	X	
Excellent organisational and administrative ability		
Proficient ICT Skills in Word, Excel and Power Point or Mac		X
Experience in delivering volunteer training		X
Experience in working creatively with arts and crafts		X
Experience in delivering presentations		X
Experience in report writing		X
Experience in writing funding applications		
Personal Qualities		
Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010		X
Ability to build relationships with children, youth and parents	X	
Passion for seeing young people reach their full God-given potential	X	
Self-motivated	X	
Integrity.	X	
Resilience		
A sense of adventure and willingness to try new things	X	
Interest in sport	X	
Interest in performing arts		X
Creative Thinker		X
Excellent planning skills with ability to prioritise work and workload	X	
Educational requirements ????	X	
Education Requirements		
Qualified to degree level, or similar, or accredited training in youth work, or significant, relevant and recent work experience in this area		X
Significant experience in Christian Youth ministry (salaried)		X

Terms and Conditions

- The salary scale will be £22,266 - £27,432 per annum (pro rata).
- Normal hours of work will be 20 hours per week. The nature of the work calls for a degree of flexibility, thus hours of work, which are as agreed with **line manager**, may vary from day to day.
- The post is based at The Abbey Church of Dunfermline.
- There are 5 weeks pro rata annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 pro rata statutory holidays.
- A workplace pension is available
- Travel expenses by public transport or by use of own car at rates as agreed by your Employer and reviewed annually. Car mileage will be paid by the re-claimed from the congregation on a monthly basis.
- In view of the nature of the post, the postholder will be required to have membership of the Protecting Vulnerable Groups Scheme (PVGA) for work with children.