

About the job:

Thank you for expressing an interest in our vacancy for a Children and Families Worker in the South Holderness Methodist Circuit.

The role is offered via a full-time 3-year fixed term contract.

The primary focus of the role is to work in consultation with the church councils of Hedon and Withernsea churches, to support and encourage the development of sustainable children's and families work across the two communities.

The post will be based at both Hedon and Withernsea Methodist Churches and travel around the circuit will be required.

Faith:

A specific faith is an essential requirement for this role and in accordance with the Equality Act 2010 it is an occupational requirement that the successful applicant is a practicing Christian.

How to apply:

For an application form please contact hr@yorkshirenemethodist.org

For an informal conversation before making an application please contact the Rev Debbie Lucas at revdebbiel@outlook.com

Important dates:

Closing date:	Friday 5 th January 2024
Shortlisting:	Friday 12 th January 2024
Interview date:	Friday 19 th January 2024

Anticipated start date of 1st March 2024, or thereabouts.

On the following pages you will find a job description, a person specification, and a summary of how we recruit. I hope that these are helpful as you consider making an application to join the Foundry team.

Kind regards,

Rev Debbie Lucas
Superintendent Minister
South Holderness Methodist Circuit

Job Title: Children and Families Worker.
Lay Employee in: The South Holderness Methodist Circuit.
Employed by: The South Holderness Methodist Circuit.
Location: Based at both Hedon (HU12 8EL) and Withernsea (HU19 2DZ) Churches with an understanding travel around the circuit will be required.

Responsible to: The Lay Employee will be accountable and responsible to the South Holderness Circuit Meeting through a dedicated Line Manager.

Key relationships:

- 1) The Superintendent Minister of South Holderness Methodist Circuit.
- 2) The Minister in pastoral charge of Hedon and Withernsea Churches, their respective Church Councils, Stewards, Officers, and Volunteers.
- 3) Community organisations, local groups, and ecumenical partners.
- 4) Users, attendees and families of the churches and church groups.

Purpose of the role: To assist the circuit, and work in consultation with the church councils of Hedon and Withernsea churches, to support and encourage the development of sustainable children's and families work across the Hedon and Withernsea communities.

Occupational Requirement: In accordance with the Equality Act 2010 it is an occupational requirement that the successful applicant is a practising Christian.

Main Duties and Responsibilities:

- To help the churches of Hedon and Withernsea reach out to families within the area through the development of new and the support and management of existing clubs and groups, building relationships with the wider families where possible, providing, as appropriate, a personable link to other opportunities and activities within the church.
- To develop existing relationships and explore new opportunities to work with and within the schools local to the Hedon and Withernsea areas.
- To work with the minister and Safeguarding Officers of Withernsea and Hedon churches to ensure compliance with church Safeguarding policy and to create a safe space for all.
- To enable children and families in the Hedon and Withernsea communities to explore faith issues, make commitment, grow in faith, and become part of the church family.
- To encourage and supervise volunteers who support and offer their time to the Childrens and Families clubs and groups, ensuring Safer Recruitment practices and procedures are followed.
- To attend meetings of the Church Councils, Church Stewards, and any others are required, giving regular reports for appraisal and, where appropriate, to work ecumenically.
- To network with other Children and Families workers and representatives across the District, with provision made for engagement in relevant connexional and district events.

Other Duties:

- Any other requirements and responsibilities identified by the Line Manager that are within the capabilities and level of responsibility of the postholder, whilst considering the existing and developing mission of the South Holderness Methodist Circuit.

Training Requirements:

- To fulfil the requirements and continue the development of the post there will likely be additional training requirements during the course of employment. Any such training will be undertaken during contracted hours or will be recorded as time off in lieu (TOIL).

Terms and Conditions:

- This post is offered by way of a full-time, 3-year fixed term contract.
- Working hours are **37** per week to be worked flexibly and agreed in advance with the Line Manager. It is recognised that there will be from time to time the necessity for an irregular working pattern including evening and weekend working.
- The rate of pay for this post is **£12.40** per hour. (£23858 per annum salary)
- Annual leave entitlement for a full-time employee is 33-days, including public holidays.
- There is a contributory pension scheme to which eligible employees will be auto enrolled and details of contribution rates will be provided on request.
- All reasonable and agreed expense will be reimbursed.
- At least two days free of responsibilities each week.
- Appointment will be conditional on and subject to:
 - o Receipt of satisfactory references.
 - o A satisfactory enhanced disclosure from the disclosure and barring service (DBS).
 - o Completion of a satisfactory probation period of 6-months.

Management:

The Lay Employee will be appointed a Line Manager whose responsibility it will be to:

- Become familiar with the work of the Children and Families Worker.
- Determine priorities for their work, working with and encouraging appropriate and relevant responses to new challenges and opportunities.
- Monitor and evaluate the progress and identify any training and development needs of the Children and Families Worker, offering necessary encouragement and support.
- Ensure access to continual professional development is provided.
- Ensure good and consistent communication lines between all involved stakeholders.
- Act as a "sounding board" to the Children and Families Worker.

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	Essential	Desirable	Method of Assessment
Education and Training			
Good understanding and use of written and spoken English.	Yes		A, I
Willingness to undertake ongoing training and development relevant and necessary to the role.	Yes		A, I
A qualification in children, youth or families work, or community development work.		Yes	A, I
Knowledge and Skills			
Well-developed and robust personal Christian faith.	Yes		A, I
Computer literate. Able to use Microsoft packages and comfortable using different social media platforms effectively.	Yes		A, I
Good inter-personal skills, able to demonstrate a professional, approachable, and sensitive style.	Yes		I
Experience of pastoral work with families.		Yes	A, I
Experience of working with children and families in a church related context, either as an employee or a volunteer.	Yes		A, I
An understanding of the importance of GDPR and safeguarding, committed to adhering to Church policies in these areas.	Yes		I
Qualities or Aptitudes			
Have a welcoming and friendly demeanour.	Yes		I
Able to motivate self and others, including volunteers.	Yes		A, I
Able to relate effectively to a wide spectrum of people and establish and maintain trusting working relationships.	Yes		A, I
Able to identify and maintain appropriate boundaries in all professional and personal relationships.	Yes		I
Able to work under pressure, meet deadlines whilst demonstrating reliability, integrity, and discretion.	Yes		A, I
Able and willing to work independently for periods of time and as part of a team when needed.	Yes		A, I
Ability to communicate in a culturally relevant way to all ages and backgrounds.	Yes		A, I
Awareness and understanding of issues of confidentiality with a commitment to maintain appropriate confidences.	Yes		A, I
Any Other Requirements			
An active Christian that worships within the local community or makes a commitment to embed themselves into the heart of Church life on appointment.	Yes		A, I
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of Church life.	Yes		I

A local knowledge of Hedon and or Withernsea with an understanding of how the development of children's and families work will support and enhance the local communities.		Yes	A, I, P
An understanding of the structure and the workings of the Methodist Church, or a willingness and commitment to learn.	Yes		A, I
Able to commit to work flexibly in order to develop the key elements of the role, the needs of Hedon and Withernsea Churches and the South Holderness Methodist Circuit.	Yes		A, I
Satisfactory enhanced disclosure from the Disclosure & Barring Service. (DBS).	Yes		DBS

- A** Application form
- I** Interview
- W** Written Exercise
- P** Presentation
- G** Group Exercise
- Q** Proof of Qualification

Disability:

Please let us know if you require adjustments making at any stage of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of this recruitment process. If you have any questions about the way that we are working, please do not hesitate to contact hr@yorkshirenemethodist.org

Entitlement to work in the UK:

Any job offer will be conditional, subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the selection panel will only consider information contained in your application form and assess this against the person specification.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record does not necessarily bar you from working for us however this will depend on the type of job that you have applied for and the nature of the conviction.

Data Protection:

The information provided on the application form will be held in the strictest confidence. We process this information in line with our privacy policy. If you are successful in your application the information will be used to administer your employment with us. By completing and signing the accompanying application form we assume that you agree to the processing of your data in accordance with our privacy policy.

Equality, Diversity, and Inclusion:

Our aim is to have a workforce that reflects the diversity of talent, abilities, and skills drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly. Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

Other Policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. Should a conditional offer of employment be made you commit to work within and actively promote these at all times. They include, but they are not exhaustive to Health & Safety, Data Protection, the General Data Protection Regulation, Information Governance, Safeguarding, Performance Management, EDI Safeguarding and a range of Personnel and Financial Processes.