



## **CHILDREN, FAMILIES AND SCHOOLS WORKER**

### **Key Responsibilities and duties**

A regular review of the following key areas of responsibility is to be undertaken, and a quarterly progress report is required for submission to ECB Parochial Church Council (for onward forwarding to the Diocese of Oxford development grant team).

#### **Young People and Families**

- Work with the vicar to oversee ministry with children, families and young people at Hope Church.
- Support a children's and family outreach ministry on Elmsbrook.
- Primary school visits, assemblies and school chaplaincy work.
- Work with local parents, babies and toddler groups.
- Work with local volunteers to set up and run a regular youth activity in Elmsbrook.
- Work with local volunteers to run "Muddy Church", a monthly outdoor service.

#### **Church based tasks**

- Grow a team for children's ministry at Hope church.
- Provide ongoing support, encouragement and supervision for team members.
- Prepare and lead group sessions and activities on Sunday mornings.
- Work cooperatively with others to plan sessions in advance.
- Provide induction for new team members.
  
- Encourage children and young people to learn about Jesus and to grow in faith.
- Get to know the children and help them to feel safe and secure.
- Pray for the children in your care.
- Keep a register, contact details, allergy information and consent forms up to date.
- Liaise with parents and carers about their child's needs.
  
- Be aware of and comply with all relevant safeguarding requirements, including remaining up-to-date with safeguarding training and DBS certifications.
- Ensure the environment is safe for everyone involved.
- Know how to respond to and report any safeguarding concerns or allegations.
- Ensure that personal data is stored securely.
- Attend meetings for your support, guidance or supervision.

#### **Outreach within the Elmsbrook community**

Engagement with the community café, community centre, business centre, and school.

- Support for key community events (Christmas/Easter/School Fete).
- Support for regular ministries including the community café.
- Support church hospitality events.
- Running and supporting occasional outreach events focused on children and families.