

**Church of the Holy Rood**

Village Street,

Edwalton,

Nottingham.

NG12 4AB

**Children and Families Pioneer**







**Full time** (37.5 hours per week). Weekend working will be necessary including Sunday, but hours can be worked out flexibly.

**Starting salary** £23,000 per annum (Pension, NI contributions and expenses will be provided.)

**Closing Date:** April 28th2021  **Short Listing**: April 29th 2021

**Interviews:** May 6th, 2021 **Desirable start date:**1st September 2021

**Our Context**

The Church of the Holy Rood Edwalton is at a **significant point on its journey** with **many interesting opportunities emerging** as part of its life and ministry. **New housing developments** within the parish which will eventually provide 1500 extra homes are underway, **a deepening partnership with St. Luke’s Gamston** (a neighbouring resource church), **affirmation from the diocese** about the direction we are heading and **resources to invest in new facilities** mean that we feel the time is right to **step out** and appoint a new full time **Children and Families Pioneer.**

**Our Mission Statement**

“A **worshipping** Church, **welcoming** young and old into the Lord’s family, **proclaiming** the gospel and **serving** the community.”

**Our Vision:**

By December 2025 and **with God’s grace we seek to:**

1. **Develop two thriving expressions of worship** to serve the whole parish:

* Built on the best of our traditional heritage expressed with fresh energy and warmth for a 21st century community
* Informal, relaxed, contemporary worshipping community aiming to reach the newly established communities on the estate

1. **Operate a newly built church hall** that serves the needs of the community and expresses the grace and truth that are in Jesus Christ.
2. **Deepen our relationship with St Luke’s** to make most effective use of resources (people, processes, facilities etc)
3. **Resource an effective outreach to young families**, led by an employed lay worker and supported by an enthusiastic team of volunteers.

**Main Areas of Engagement for the Post**

We are looking for someone who will prayerfully, **lead the way** in **pioneering new initiatives** which will encourage **children, young people and families to explore faith** and **experience the transforming presence of Jesus.**

We want someone who will **create imaginative opportunities to engage in**

**conversation, build relationships with families out in the community** and **establish**

**places of hospitality** e.g. through community sport, gardening activities, family fun days.

An important piece of the work will be

**assessing the needs of children and families**

**in the community** and **exploring ways of**

**serving them.**

**Job Description**

**Main Duties and Responsibilities are:**

1. **Make connections and network with local people** and groups in Edwalton village and on the new housing developments in order to **identify the main needs of the local communities** and ways of addressing them.
2. **Pioneer initiatives** on the new housing development that provide opportunities **for engaging with people and building community** which will also help to **establish a healthy Christian presence** there.
3. **Establish** good **relationships with Edwalton Primary School** and **Rosecliffe Spencer Academy,** visiting regularly, volunteering, taking assemblies, leading clubs etc
4. **Build on the relationships** established **through the church toddler group** and **support the leaders as they make this a welcoming environment** for families within the local community and **signpost people to church activities.**
5. Explore opportunities for **outreach to families through** existing groups like **Brownies,** the **Boys Brigade & Girls Association** and **develop** appropriate **new groups with evangelistic opportunities** such as Messy Church, Open the Book etc
6. Encourage exploration of the Christian faith by **promoting and leading courses** such as discipleship courses or courses on other relevant themes e.g. parenting.
7. Work collaboratively with other local community groupsand where appropriate **develop joint initiatives for the wellbeing and flourishing of children and families.**
8. **Make effective use of social media and online platforms** to engage with the local community and promote church activities and Christian faith.
9. Work with other church leaders to **develop a mixed economy of worship styles** across Edwalton Church and the new worshipping community on the housing developments to **make services accessible and relevant** to children and families
10. **Encourage the congregation to become involved** in and support activities through volunteering their time, skills and funding.
11. **Support and encourage families to start and continue a journey into faith** and relationship with Jesus Christ and work with the wider church leadership team to ensure children, young people and families are nurtured and deepen their faith.
12. **Participate in Sunday services, promoting family friendly content** and an inclusive style, modelling innovative, engaging, Bible based teaching of the Christian faith.
13. At all times **work within the agreed policies** of the church, including Health & Safety and Safeguarding policies and model good practice to others.

**Person Specification**

**Essential :**

* Have a living Christian faith and a clear commitment to the vision of the church
* Be pioneering, visionary and creative by nature, possessing the resilience needed to deal with set-backs
* Be confident in and passionate about sharing their vision for children and families and raising the profile of the church with others
* Demonstrate sensitivity and empathy towards children and families and have the desire to see God’s very best for families in every way
* Excellent networking and communication skills
* A leader and motivator of teams who thrives on working with others
* Leadership experience in a church or secular setting
* Be able to work effectively in a team and independently
* Proactive and committed to seeing projects through to completion
* Approach challenging situations with a positive mindset and be able to adapt to change
* Good time management skills with ability to prioritise a large and varied work-load
* Good administration, record keeping and organisational skills
* Good IT skills and comfortable with the use of social media platforms
* Pastoral sensitivity and discretion
* Experienced in children’s and families’ministry
* Have a clear understanding of good safeguarding practice

**Desirable:**

* A relevant qualification in community or youth / children’s work
* A minimum of 2 years’ experience in community work or families work
* Experience of engaging families in both church and non-church environments
* Experience of school’s work

There is a genuine occupational requirement that

the post-holder is a Christian and is happy to

worship in a Church of England context.

This post is also subject to an enhanced DBS disclosure

and satisfactory references.

Under the terms of the Data Protection Act, the

information supplied by the successful candidate

as part of the application will be kept as part of

their personnel file.

We can only consider UK citizens or those who have right of residence and the right to work full time in the UK

**Working requirements & remuneration:**

* **Hours : 37.5 hours per week** (subject to negotiation)
* **Starting salary: £23k**
* **Contract**: Permanent contract with a 6 month probationary period
* Will be or become an active member of Edwalton Church
* **Working week: flexible** as agreed with line manager to **include Sundays**, some evenings and occasional Saturdays Also, Christmas and Easter.
* **Holidays: 25 days + 8** statutory days annual leave (including up to 5 Sundays) Time off in lieu if it is necessary to work statutory holidays.
* Statutory workplace **pension will be paid.**
* **Attendance at a regular staff meeting** including meeting and networking with the St. Luke’s staff team
* Subject to **annual appraisal** and objective setting

**Support, Training and Development**

**The post holder will have the opportunity to access a range of networks and develop opportunities.** S/he will **work closely with a new curate** who is joining the leadership team and whose focus will be on developing a new worshipping community on the new housing developments. In addition the Children and Families Pioneer **will be able to attend joint staff meetings with St. Luke’s Gamston**  providing the opportunity for networking, support, development of ideas and joint initiatives. St. Luke’s is a resource church with a growing staff team that includes a Children and Families Worker.

Holy Rood Church is **part of the Diocese of Southwell and Nottingham** who place specific emphasis on Children’s and Young People’s ministry as expressed in their **mission statement** which is **Growing Disciples wider, younger and deeper**. At the moment they have an intentional focus on developing this area of ministry and have recently launched an exciting **new strategic initiative**. In partnership with the organisation **‘Rebuild’** they are **setting up** new **Youth & Children’s Ministry Learning Communities.** It is hoped that the post holder would engage with one of these learning communities.



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**Application Form Next Page.**

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|  | CONFIDENTIAL  **Application Form**  **Children and Families Pioneer**  **Church of the Holy Rood Edwalton** |

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| **Please complete ALL sections. *Sections 1 -6 of the application form will be used to shortlist candidates for interview and return to Claire Meese via*** [***op@st-lukes-gamston.org***](mailto:op@st-lukes-gamston.org) | | | | | | | | | | | | | |
| POST APPLIED FOR: | | |  | | | | | CLOSING DATE: | | |  | | |
| **1. PERSONAL DETAILS (please complete in block letters)** | | | | | | | | | | | | | |
| Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other) | | |  | | | | | Last Name: | | |  | | |
| First name(s) | | |  | | | | | | | | | | |
| Address for Correspondence: | | |  | | | | | Postcode: | | |  | | |
| How long have you lived at the address above ? | | |  | | | | | | | | | | |
| Home telephone no: | | |  | | | | | Mobile telephone no: | | |  | | |
| Work telephone no: Extension (if applicable): | | |  | | | | | | | | | | |
| Email address: | | |  | | | | | | | | | | |
| **2. PRESENT OR LAST EMPLOYER** | | | | | | | | | | | | | |
| Name and address of employer: | | |  | | | | | Name and address of establishment where employed (if different): | | |  | | |
| Postcode: | | |  | | | | | Postcode: | | |  | | |
| Job Title: | | |  | | | | | | | | | | |
| Current annual salary (gross): | | |  | | | | | Additional Allowance (if applicable): | | |  | | |
| Hours worked per week: | | |  | | | | | Other benefits (if applicable): | | |  | | |
| Date appointed: | | |  | | | | | Notice required or leaving date if already left | | |  | | |
| Reason for leaving: | | |  | | | | | | | | | | |
| Brief description of duties: | | |  | | | | | | | | | | |
| **3. PREVIOUS EMPLOYMENT** | | | | | | | | | | | | | |
| Start with the most recent first. Include work/voluntary experience and any periods of unemployment. Do not leave any unexplained gaps. (Please continue on separate sheet if necessary). | | | | | | | | | | | | | |
| Employer name & address | Job title | | | | Salary/income | | Full or part-time (if part-time, give hours) | | Dates (month/year) | | | Reason for leaving | |
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| **4. EDUCATION, TRAINING & QUALIFICATIONS** | | | | | | | | | | | | | |
| *(Please continue on separate sheet if necessary). Please start with the most recent.* | | | | | | | | | | | | | |
| Secondary School/College/University | | | | Dates | | | Please state all qualifications gained (state level e.g. A ‘level, Degree) | | | Grade/class of degree | | | Date of award |
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| **OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)** | | | | | | | | | | | | | |
| Organising Body | | | | | Course title | | | | Length of course | | | | |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | | | | | | | | | |
| Name of body | | | | | Type of membership | | | | Date obtained | | | | |
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| **5. INFORMATION IN SUPPORT OF YOUR APPLICATION** | | | | | | | | | | | | | |
| Please provide a letter outlining why you are interested in this post and any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the job description / person specification. **Please Note**: **Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview. (Please complete on a separate sheet if necessary)**  You may include a copy of your CV if you wish. | | | | | | | | | | | | | |
| **6. REFEREES** | | | | | | | | | | | | | |
| Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.  The Church of the Holy Rood Edwalton reserve the right to approach any previous employer or manager. Where references are received prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel. | | | | | | | | | | | | | |
| Name (Referee 1): | |  | | | | | Name (Referee 2): | | |  | | | |
| Title | |  | | | | | Title | | |  | | | |
| Role: | |  | | | | | Role: | | |  | | | |
| Organisation (if appropriate): | |  | | | | | Organisation (if appropriate): | | |  | | | |
| Address: | |  | | | | | Address: | | | , | | | |
| Postcode: | |  | | | | | Postcode: | | |  | | | |
| Telephone No: | |  | | | | | Telephone No: | | |  | | | |
| Email address: | |  | | | | | Email address: | | |  | | | |
| How long known? | |  | | | | | How long known? | | |  | | | |
| Do you give consent to us contacting your present employer prior to interview? | | | | | | | YES  NO | | | | | | |
| If no, you may wish to give reasons: | | | | | | |  | | | | | | |

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| **7. CRIMINAL CONVICTIONS** | |
| Please answer the following questions. | |
| Have you ever been convicted of a criminal offence? | YES  **NO** |
| Have you ever been cautioned for a criminal charge? | YES  **NO** |
| Are you at present the subject of a criminal charge or investigation? | YES  **NO** |
| Is there any other relevant information that you wish to disclose? | YES  **NO** |
| If YES to any of the above questions, please give brief details including dates. | |
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| We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. | |
| **8. EQUALITY & REASONABLE ADJUSTMENTS** | |
| The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.  We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities. We are committed to the development of positive practices to promote equality in employment.  If you would like to declare your disability, please do so: | |
| Do you consider yourself to be disabled? NO | |
| Is there any information that we need in order to offer you a fair selection interview/process? NO | |
|  | |
| **9. GENERAL DATA PROTECTION REGULATION** | |
| The information collected on this form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to trustees, pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record. | |
| **10. GENERAL** | |
| Do you hold a current full driving licence? | **YES**  NO |
| Do you have regular use of a vehicle? | **YES**  NO |
| You are required to declare below any relationship with or to an employee of the Church.  Please state name and position: | |
| **11. DECLARATION** | |
| If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.  I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post. I understand and accept that the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form.  I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing employment. | |
| Signed | Date |
| **Please return your completed form by email or by post/ hand by the closing date i.e. Friday 3rd May 2019 to Mrs Maureen Cole:**  **Email office@st-lukes-gamston.org**  **post/hand St Luke’s Church, Leahurst Road, West Bridgford, Nottingham, NG2 6GL**  **If you have not received a reply within the next 6 weeks, you should assume that your application has been unsuccessful.** | |