

# Job Description for Parish Children's and Family Worker – Parish of Glenavy

## About the Role

The overall aim of the Parish Children's and Family Worker is to coordinate, oversee, and develop ministry with children in the parish and the wider community, supporting families, equipping volunteers, and helping children come to know Jesus, grow as disciples, and engage in outreach.

## Context

The Parish of Glenavy includes three Church of Ireland churches:

- **St Aidan's, Glenavy**
- **St John's, Crumlin**
- **St Andrew's (The Tunny)**

We are a Church of Ireland Parish, seeking to bring Glory to God by helping people to:

- Know Jesus
- Grow as followers of Jesus
- Go to serve Jesus, locally, nationally, and globally

## Job Title: Parish Children's and Family Worker

There is a genuine occupational requirement for the postholder to be a practising Christian and to become a present, active member of the life and worship of the Parish.

## Responsibilities and Duties

### 1) Church-based Ministry

- Coordinate, support and provide overall leadership for children's ministry across the parish churches, primarily among children and families.
- Actively participate in the development and provision of a **monthly All-Age type Worship** service.
- Work with others to provide **Bible-based teaching, creative activities, and worship** that helps children come to faith and grow as followers of Jesus.
- Plan and lead **seasonal special events** such as **Holiday Clubs, Christmas services**, and **community outreach** events.

- Recruit, train, and support a team of **volunteer leaders**, helping them grow in confidence and ability to serve.
- Provide **pastoral support** to children and families as appropriate, in consultation with the Rector.
- Pray and work with others to develop a **vision for children's ministry**, which will be part of a wider Parish vision.

## 2) Outreach and Community Engagement

- Identify and lead an **outreach initiative** that builds community, encourages new connections, and fosters evangelism among families with children.
- Work in partnership with **local schools and other organisations** to support existing relationships and explore opportunities such as **assemblies, after-school clubs, or lunch-time activities**.
- Possible involvement in Children's events with local churches and Connor Diocese
- Liaise with external organisations such as **Youth for Christ** and **Scripture Union** where appropriate.

## 3) Safeguarding and Oversight

- Work with the **Parish Safeguarding Officers** to ensure all ministry is safe and adheres to Church of Ireland **Safeguarding Policy**.
- Attend appropriate training (e.g. safeguarding, first aid, children's ministry).
- Report directly to the Rector.
- Engage with an oversight group which will provide mentoring for the worker.

## 4) How you will be measured

- Progress made in delivery of key objectives
- Extent to which volunteers have been released and skills harnessed
- General positive feedback

## Person Specification

|                                  | Essential   | Desirable  |
|----------------------------------|---|--|
| <b>Qualifications / Training</b> | <p>Children or Youth Ministry qualification – or other qualification relevant to working with children and families (e.g. school teacher)</p> <p>Driving licence (and access to car)</p>  | <p>Degree level training in children or youth work – or working towards this level of qualification at time of application</p> <p>Other training or qualifications relevant to the role – e.g. first aid, safeguarding</p> |
| <b>Experience</b>                | <p>Demonstrable experience of working with children in either paid or voluntary capacity</p> <p>Experience in engaging children and young people with the bible</p> <p>Experience in planning and leading events for children and young people</p> <p>Experience in leading bible studies, prayer gatherings and church services</p> <p>Experience in volunteer development</p> <p>Experience in providing pastoral care to young people and volunteers</p> | <p>Previous experience as an employed youth / children's / family worker in a church.</p>  |
| <b>Skills</b>                    | <p>Able to work on own initiative</p> <p>Able to work as part of a team</p> <p>Leadership skills</p> <p>Excellent organisational skills</p> <p>Pastoral skills</p> <p>Excellent written and oral communication skills, particularly in relation to bible teaching</p>   |  |

|                             |  |  |
|-----------------------------|--|--|
|                             | <p>Able to relate to children, young people and families from a diverse range of backgrounds</p> <p>Computer literacy (Word, PowerPoint etc)</p> <p>Communication literacy (mobiles, texting, social media)</p>  |  |
| <b>Personal / character</b> | <p>Demonstration of faith in Jesus, including willingness and ability to communicate your own story of your faith journey</p> <p>Views the role as a calling</p> <p>Willing to become an active member of the worshipping community in the parish, regular in attendance at Sunday services.</p> |  |

No applicant will be shortlisted for interview unless the application form clearly demonstrates that they meet **all** the essential criteria. The church reserves the right to shortlist applicants for interview based on the essential criteria only or on the essential and desirable criteria

## Terms and Conditions

- **Hours:** Full-time, 37 hours per week, including weekends and some evenings. Part-time option may be considered.
- **Salary:** £25,000 - £28,000 per annum (dependent on experience and qualifications) + workplace pension (3% employer, 5% employee).
- **Holidays:** 35 days per year which includes public holidays. At least 2 weeks' leave during summer holidays will be protected.
- **Contract:** Permanent, subject to a 6-month probationary period.
- **Employment is subject to:**
  - Enhanced AccessNI check
  - Completion of Confidential Declaration
  - Verification of qualifications

- Two references received, one of which is to include your present church leader

**To apply, please contact:**

Rev Stephen McElhinney: [vicar@glenavyparish.org](mailto:vicar@glenavyparish.org)