

## **Children's and Families' Ministry Coordinator based in Redbridge: Woodford, Wanstead and Aldersbrook Churches**

### **Information for applicants**

*Thank you for your interest in the Children's and Families' Ministry Coordinator role within Woodford, Wanstead & Aldersbrook churches in East London. Our children's and youth work and links with families in our communities are hugely important to all three parishes and your role would be to support and enhance what we offer.*

*This document includes additional information about the role and applications, which are due by Tuesday 14 June. All three parishes offer a range of children's and youth activities, so there is plenty of scope to agree which you will support, depending on your interests and preferences, as well as your preferred working hours.*

#### **About the role**

The successful candidate will work across the three parishes. All three currently offer a range of different activities and as someone who enjoys working with children, young people and their families, you will help develop this important ministry.

This is a part time role including contact time at our church buildings. Some work could be done from home and there is scope for more hours in term time and fewer in school holidays. We have funding in place for two years and plan to secure funding for at least a further 12 months.

#### *About the parishes*

#### **Woodford, Wanstead and Aldersbrook**

We are three Church of England parishes in Redbridge who have been working together for several years, and especially on youth and children's work since 2015. Our parishes share a broad and inclusive theological ethos and commitment to serving our communities, and two of the parishes are members of Inclusive Church.

Together with St Peter in the Forest Walthamstow, who have their own children's and youth provision through the Red Balloon Foundation, our parishes form the West Roding Mission Partnership. This Mission and Ministry Unit has a number of joint projects including mutual pastoral care volunteer support, bereavement cafés, and we founded and continue to support and coordinate the ecumenical workplace chaplaincy at Snaresbrook Crown Court.



#### **Woodford: St Mary's**

St Mary's Woodford has an active and committed congregation of all ages, including Junior Church, our 0-3 years 'Sunflowers', teenagers' Cake & Chat, and regular All Together services. We are also pleased to have close links with Rainbows, Brownies and Guides, and our own St Mary's Baby & Toddler Group and annual children's Holiday Club. We would welcome support with coordinating our children's and young people's activities and with specific activities which match the post holder's gifts and skills. *More information is available at [www.stmaryswoodford.org.uk](http://www.stmaryswoodford.org.uk) and on Facebook, Instagram and Twitter @stmaryswoodford*

### **Wanstead: St Mary's with Christ Church**

St Mary with Christ Church has close links to Wanstead Church School and we are blessed with many families with pre-school age children attending regularly. We offer family services, junior church, youth clubs and a baby and toddler group, organised by Red Balloon [www.rbf.org.uk](http://www.rbf.org.uk) As well as support for some of these, additional communication so everyone is aware of what is happening through WhatsApp, email, etc, would be very welcome. *More information is available at [www.wansteadparish.org](http://www.wansteadparish.org) and on Facebook, Instagram and Twitter @wansteadparish*

### **Aldersbrook: St Gabriel's**

St Gabriel's is the parish church for Aldersbrook, a small residential community just south of Wanstead. In ministry to children and families, we are working to renew and develop outreach to the growing number of families moving to the area. There is a good history of engagement, with long-standing links to uniform groups in the church hall, work with the local primary school, a well-regarded summer holiday club and a new after-school club and preschool families' drop-in. We are prioritising outreach to develop the monthly all-age service at the usual 10am time as well as the 3rd Sunday Pop-up church at 11.30am once a month, and occasional Messy Church. *More information about St Gabriel's is available at <http://stgabrielsaldersbrook.org.uk/> and on Twitter at @StGAldersbrook and on Facebook at @saintgabrielschurchoaldersbrook*

### **Job Description: Key Areas of Responsibility**

- Making known the love of God in Jesus through our children's and youth work and links with families in our communities
- Coordinating, planning and/or being a presence at specific children's and young people's activities and services on a weekly and seasonal basis
- Building relationships and encouraging faith development with families, children and young people
- Capacity-building, supporting and encouraging volunteers in children's and young people's activities
- Drawing on relevant resources and events from within the Diocese and more broadly for children, young people, volunteers and staff, including professional development training related to the post
- Liaising with incumbents, other ministers and volunteers and the children's and families communication forum



### **Key terms and conditions**

- Appointment subject to DBS enhanced disclosure with barring for under 18s and satisfactory references.
- Employee will complete Church of England Leadership Safeguarding training
- Applicants should already be eligible for employment in the UK
- 2 years of funding and we hope to secure at least 12 months more funding
- 3 month probation with one week notice, then 2 months' notice
- 12-15 hours per week by agreement with successful candidate
- £15 per hour, paid monthly in arrears by BACS
- 6 weeks holiday pro rata, taken primarily in school holidays
- Statutory sick/parental leave with discretionary additions
- Work-related travel expenses reimbursed

## Person Specification

| Personal qualities and skills  |           |           |
|--|-----------|-----------|
|  | Essential | Desirable |
| Genuine occupational requirement to be a Christian   | Yes       |           |
| Ability to work within broad and inclusive theological ethos   | Yes       |           |
| Highly skilled communicator with people of all ages  | Yes       |           |
| Previous experience working with children  | Yes       |           |
| Previous experience working with young people  |           | Yes       |
| Training/qualifications in children's or youth work  |           | Yes       |
| Awareness/experience of Diocesan and other resources and networks for children's and young people's work |           | Yes       |
| Previous experience building relationships and encouraging faith development                             |           | Yes       |
| Previous experience supporting volunteers and building capacity  |           | Yes       |
| Understanding of parish churches and their dynamics  |           | Yes       |
| Skilled at planning and time management  | Yes       |           |

## Applications

To apply, please send the following by 5pm on Tuesday 14 June to The Revd Dr Elizabeth Lowson, St Mary's Church Woodford, 207 High Road, London E18 2PA or [rector@stmaryswoodford.org.uk](mailto:rector@stmaryswoodford.org.uk):

- Completed application form including details of two referees
- Completed Confidential Declaration

Requests for the application form and confidential declaration and informal enquiries can be made by email to Elizabeth Lowson via [rector@stmaryswoodford.org.uk](mailto:rector@stmaryswoodford.org.uk) or 020 8504 7981.

Applications close at 5pm on Tuesday 14 June with a view to advising shortlisted candidates no later than Friday 17 June. Shortlisted candidates will be invited for interview and to lead an inter-generational discussion at Christ Church Wanstead in early July during an afternoon and early evening.

