



Job Profile

Job Title	Children and Families Worker
Department	Church Operations (Chops)
Salary	£12,000 per annum
Contract Type	Part time (0.4 FTE), permanent
Responsible to	Vicar of St Martin-in-the-Fields
Location	St Martin-in-the-Fields, Trafalgar Square, London, WC2N 4JH
Working Pattern	2 days per week, Sunday and one other weekday
Role Overview	To inspire the children and youth who attend St Martin's by delivering a vibrant and diverse curriculum of Sunday school activities and cultivating age-appropriate learning in parallel to the Sunday services. This role requires developing a team of volunteers to support the children's and youth ministry at St Martin's.

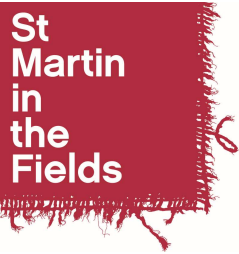
Background

St Martin-in-the-Fields (St Martin's) is an exciting place to work. Located in the heart of London on Trafalgar Square, we are a place for everyone, everywhere, every day – to worship, reflect, enjoy food and hospitality, music and the arts, and much more. It's a place of encounter between God and humanity, the wealthy and the destitute, culture and commerce. Alongside our heart for ministry, we have beautiful spaces that attract thousands of people to our site each year. The church has a number of related charities for various causes and is well-known for its work with those on the peripheries of society, but also for its work with organisations both around the UK and abroad.

Nature and scope of the job

We are now seeking a Children and Families Worker to join our Church Operations team. The successful candidate will be responsible for the planning, development, and hands-on running of our Children's Church which takes place during our 10am and 1.30pm worship services on Sundays, alongside our youth ministry. They will also play a key role in supporting the children within the church's wider community and will regularly interact with the wider staff team at St Martin's as well as leading a team of volunteers who will support with the children's and youth ministry work.

The clergy team at St Martin's is currently made up of the Vicar of St Martin's, the Revd Dr Samuel Wells, Revd Richard Carter, who is Associate Vicar for Mission, Revd Cath Duce, who is (half-time) Assistant Vicar for the Nazareth Companions, and Revd Angela Sheard, our Curate. The team will also consist of an Ordinand and a Pastoral Assistant from September 2024. The team is supported by two lay roles, the Head of Ministry Operations and the Group Coordinator.



Main duties and responsibilities

- Oversee worship activities for children aged 0-16 during our Sunday services, which take place at 10am and 1.30pm each week;
- Create a dynamic exciting curriculum that runs in tandem with the sermon series so that the children and youth are accessing the Bible in a digestible way;
- Build resources to support the running of Children's Church and youth groups each week;
- Deliver weekly Children's Church, youth groups and any holiday clubs that may run over school holidays;
- Actively recruit and encourage congregation volunteers and use good judgement to ensure the right members come forward through developing processes for volunteer recruitment and management;
- Train volunteers so that they feel comfortable leading sessions and know what is expected from them on days when they are serving;
- Actively cultivate relationships with families that attend our services regularly and those visiting;
- Deliver confirmation classes and support families as they prepare for their child's confirmation; and
- Advocate for children and youth within the wider church community.

Please note that this is not an exhaustive description of responsibilities; aspects of the role may reasonably change over time and the successful candidate is expected to contribute to the development and progression of this role.

Knowledge, skills, and abilities

Essential

- Experience working with children and/or young people;
- Solid working knowledge of safeguarding;
- Ability to form relationships with both children and adults;
- Ability to network outside of your own established community and make connections with leaders in similar roles at other churches;
- Good people-management skills;
- Administrative and organisational skills;
- Familiarity with Microsoft Office Suite including Outlook and Excel;
- Ability to respond calmly yet confidently to last-minute challenges and problems;
- Good communication skills, both written and verbal;
- An understanding of the values of St Martin-in-the-Fields; and
- A compassionate and inclusive understanding of diversity within the congregation, including those experiencing homelessness and situations of need.

Desirable

- Experience working in a church.
- Training and suitable qualification in theology, ministry and/or children and youth work.



Who we are looking for

St Martin-in-the-Fields welcomes applications from all sections of the community and is committed to maintaining an inclusive working environment, with a diverse workforce. We value individuality, equality and representation and appoint on merit.

The post carries an occupational requirement, in line with the Equality Act 2010, that the successful candidate be a Christian. The successful candidate will be required to undertake a DBS check in order to take up this role.

How to apply

To apply for this post, please email the following to peopleandculture@smitf.org by the 16th of August 2024:

- A cover letter or supporting statement explaining why you believe you are a good fit for this role; and
- An up-to-date CV detailing your relevant qualifications and achievements.

Interviews will be held as suitable applications are received. St Martin's reserves the right to close and appoint to this role within the stated advertising period, and so advises early applications are submitted.