



Park End Presbyterian Church of Wales

Terms of Employment

Job Title:	Family Worker (Part Time)
Purpose of Post:	To join the church leadership team in leading, developing and coordinating the Family and Young People's Ministry and Outreach Activities.
Location:	Park End Presbyterian Church of Wales, Llandennis Road, Cardiff.
Responsible to:	Minister and Elders of Park End Presbyterian Church.
Line Manager:	Rev. Phil Jenkins.
Salary:	£21,638 - £23,775 pro rata (18-22 on PCW scale)
Hours of work:	21 hours a week (full week 35 hours) the exact pattern to be agreed between the post holder and line manager. The post holder will be expected to work evenings and weekends
Term:	Three years, with the first six months being a probationary period.
Pension:	There is an opportunity to join the Presbyterian Church of Wales (PCW) Pension Scheme.
Holidays:	30 days a year + statutory holidays pro rata for part time. You may be required to work on a bank holiday and time in lieu will be given for this.
Mileage:	45p per mile can be claimed for mileage.
Allowances:	A pro rata housing allowance of £3,000 and car allowance of £600 is applicable to this post.

Responsibilities and Duties:

- 1) To take a lead role in the coordination and delivery of the church's Family and Youth Ministry on Sundays and throughout the week. This will include:
- 2) developing our church vision for work with families, children, and young people in discussion with the church leadership;

- 3) delivering key aspects of that Ministry which may include creating a programme of varied activities and opportunities for families, children, and young people to understand the Christian faith and to know and follow Jesus;
- 4) oversight of outreach Ministries as they relate to families, children, and young people, including development of evangelistic opportunities, for example, in schools and community groups etc;
- 5) training, supporting and resourcing families in Christian discipleship, promoting Christian outreach to whole households, in consultation with the church leadership team, with the ambition that children and their families see themselves as fully integrated and committed members of the church family;
- 6) supporting, resourcing and partnering with Christian parents or guardians, helping them to disciple their children;
- 7) to be aware of, and strictly adhere to, legislation regarding children and vulnerable adults and also Health and Safety;
- 8) training, resourcing and caring for teams of volunteers involved in family, children and youth ministries;
- 9) to ensure compliance with relevant regulations and guidelines and to implement (in your sphere of work) the provisions of the PCW's safeguarding policy;
- 10) to pray regularly for the families, children and young people within the different groups and to encourage other groups within the church to be praying regularly for families, children and young people and for the youth leadership team; and,
- 11) the above list is not an exhaustive list of duties as the role may change from time to time.

PERSON SPECIFICATION

Essential

- Be able to demonstrate genuine Christian faith - the post holder must be an active and committed Christian in belief and behaviour;
- have a proven ability to communicate and relate well to young people and their families from diverse backgrounds and an understanding of the complexities of the challenges facing them;
- have experience of organising and leading effective youth and/or family ministries with enthusiasm;
- have the ability to work effectively with young people as individuals and in groups with appropriate behaviour management;
- have well developed interpersonal skills and the ability to successfully build and develop a team of volunteers;
- be organised, reliable, with good time-management and administration skills;
- demonstrate excellent ICT skills with a knowledge of using the internet and social networking; and,
- have a full and valid UK driving licence or means of transport.

Occupational Requirement

A Christian Occupational Requirement applies to this post. The main reason is that the role has key spiritual elements that only a Christian can carry out.

Conditions of Employment

- To provide a satisfactory enhanced DBS check which will be undertaken through the Presbyterian Church of Wales.
- Two satisfactory references are required, one from a leader of your current church and the other from your most recent employer.

More information about Park End Presbyterian Church can be found at www.parkendcardiff.org.uk

Or, email admin@parkendcardiff.org.uk