



HOLY TRINITY, PRESTWOOD AND ST. MARY MAGDALENE, GREAT HAMPDEN

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RECTOR: THE REVEREND DEINIOL HEYWOOD

Family Support Worker for Holy Trinity, Prestwood

19 July 2018

Purpose of the Role

1. To support the Christian families worshipping at Holy Trinity, Prestwood.
2. To creatively engage with families on the fringes of the church.
3. To reach out to families in our locality, responding to social need and supporting those in trouble.

Role

1. Supporting Families in Church

The role involves contact, organisation and management in the following areas, but not necessarily attendance at every event.

- a. **Children's Church** Supporting and resourcing the volunteers who lead Children's Church on a Sunday morning in term time.

Currently Children's Church runs on most Sundays in term time during the main Sunday morning service and takes place in the Church Hall and Children's Centre. Lasting up to 45 minutes, it's purpose is to be a positive and appropriate experience of worship and Christian teaching for Reception to Year 6 children within the context of the wider church. There is a rota of volunteer leaders and helpers and is a combination of teaching and craft-based activities.

- b. **All-Age Worship** Organising and supporting young people's participation in our monthly All Age worship.
- c. **Toddler Group** Overall responsibility for running our small Thursday morning term-time Toddler's group, supported by a team of volunteers and a caretaker.
- d. **HT Youth** Support the volunteers who co-ordinate and run our 11-18 Youth group, which meets monthly on a Sunday afternoon.
- e. **Special Events** Resourcing, planning and delivering with volunteers Special Events as arranged.

From time to time we organise special events, which are usually two-hour activity sessions on a Saturday or Sunday. They are usually craft and music based and run by volunteers. Currently they take place approximately quarterly.

2. Supporting Families who have limited church contact

- a. **Reaching out to families through the church**

Based on our own connections with families (through baptism, for example) you will

reach out to them to promote and engage them with the life of the church and identify other areas of need.

- b. **Creatively supporting parents to bring up their children in the Christian faith**
This could be done, for example, by providing resources and support, both traditional and new. There will also be scope to pursue innovative ideas such as Forest Church, in this role.
- c. **Sharing the Christian Faith in our School Club** Planning and delivering our School Club with volunteers.
Our school club runs as a weekly lunchtime club in our local Junior School. It is for school years 3-6 and lasts 30 minutes. It is a craft and teaching opportunity to support children in their journey of faith and equip them with life skills.

3. Supporting Families in the Community.

- a. **Reaching out to families in the community**
Working on your own initiative and collaboratively in the community, you will publicise and engage families with our work and identify families and areas of need.
- b. **Providing Support to Families** by
 - i. Signposting families to relevant agencies
 - ii. Supplying information on benefits and local services
 - iii. Establishing support resources to be delivered locally in areas such as parenting courses, debt management advice etc
 - iv. Working in partnership with organisations such as [Christians Against Poverty](#) (CAP) and [Cinnamon Network Projects](#) such as [Make Lunch](#)

4. Safeguarding

Working with the safeguarding officer and staff team to enculturate an attitude of informed vigilance across the life of the church with regards to safeguarding and being aware of, and following, our Safeguarding policies.

5. Budgeting

You'll produce and manage a budget and be involved in whole church activities, such as Christmas and Easter.

6. Within the Organisation

This role requires a proactive, self-starter who is able to work unsupervised, calling upon previous working experiences and using their own initiative. New and creative ideas will be welcomed! You will meet regularly with your line manager and you can participate in staff team meetings and strategic planning meetings as required. The Church recognises that there will be times when you may require additional support and this will be given to you. You will be invited to share in the worship and prayer life of the staff team. You will have the use of a shared office (and the part-time office dog!), a meeting room, a children's centre building, a church hall and the church building, plus extensive grounds.

Person specification

The role requires a person of Christian faith who can subscribe to the [Inclusive Church statement of belief](#) with a desire to:

- ❖ Sensitively proclaim the Good News of the Kingdom to children and their families
- ❖ Teach and nurture children and their families
- ❖ Respond to human need
- ❖ Support those suffering from unjust structures in society
- ❖ Show environmental awareness

Skills

- ❖ Enthusiasm
- ❖ Experience in Family Support and/or Youth and Family Work
- ❖ Good communication skills across a wide range of people from different backgrounds and with different priorities
- ❖ Ability to convey trust
- ❖ Ability to work confidentially
- ❖ Good general IT skills, including cloud-based computing (such as Google Docs, DropBox, etc.)
- ❖ Ability to use social networks to good advantage: generating content, creating engagement and building community
- ❖ Ability to create traditional publicity generating methods such as posters and flyers
- ❖ Ability to manage your own workload, prioritise tasks and see projects through to completion
- ❖ Ability to work on your own initiative and recognise when to seek additional support
- ❖ Keen to develop your skills through training opportunities

Terms & Conditions

1. Fixed term contract for three years, with potential to extend.
2. Six-month probationary period.
3. Part time role of 18 hours per week, with potential to extend with funding.
4. Salary of £23,679 to £25,446 pro rata depending on experience.
5. We are pleased to be able to offer flexible working arrangements to be agreed before the start of the contract. This could include flexibility around school hours, term time or around another part time job.
6. There is an expectation that the role will involve some weekend work, including some Sunday mornings, and time before Christmas and Easter. This is negotiable depending on your circumstances and will be agreed before the start of the contract.
7. This position is covered by occupational requirements under the Equality Act 2010 for the post holder to be a person of Christian faith. Holy Trinity, Prestwood is an Inclusive Church and the post holder will be expected to subscribe to their statement of belief (<https://www.inclusive-church.org/>) in their working life. This post is exempt from the provisions of the Rehabilitation Act 1974.