

Biggleswade Baptist Church – Children and Families Worker

Job Advert

We are seeking to appoint a Children and Family Worker to help us achieve our mission of knowing Jesus and making Him known.

Salary: Based on £13,825pa for 20 hours/ week

Hours: The part time role would be in the region of 20 hours per week averaged across the year. The nature of the role means that there can be a degree of flexible working, with it being anticipated that the school holidays will require fewer hours than term time. But please note there will be a requirement to cover some school holiday activities.

Holidays: 20 days per annum pro rata calculated as an annual hourly total in addition to UK Public holidays.

Responsibilities:

The role has three main areas of responsibility:

- Sunday Club – Leading and coordinating the church's Sunday Club activities during Sunday morning services
- Early Years - Leading and coordinating the church's programme of mid-week activities for pre-school children and their parents
- School's Work – Leading and coordinating lunchtime activities and assemblies in local schools, as opportunities allow.

In addition to the above, there is a large successful Holiday Bible Club currently running for one week during the school summer holidays which will require significant planning and input time.

Please note, that each of these roles will require working with and supporting volunteer leaders from within the church family. There will also be some joint-working with the church's Youth Worker.

We are looking for someone to start work in September 2022.

If you would like to have a conversation before applying please contact the Church Administrator, by email at office@bbchurch.org.uk with your contact details and we will get back to you as soon as possible.

You can find out about our church beliefs and activities at: www.bbchurch.org.uk

If you would like to apply please send your CV and a letter of application based on the points in the job description and person specification below to:

office@bbchurch.org.uk . Applications should be received by midday on Monday 13th June. Interviews will take place 2-3 weeks after this date.

At Biggleswade Baptist Church we take the safety of children, young people and vulnerable adults seriously. The successful applicant will be required to agree to an enhanced DBS check and provide two referees who can comment on the applicant's Christian commitment, recent work with children or young people and suitability for this post. One of these referees should be your current church leader.

This is a fixed term post for two years, in the first instance, to be reviewed after 18 months.

It is anticipated that the post-holder would make BBC their home church.

Expenses: The Employer will reimburse reasonable expenses incurred in the performance of this role, including attending agreed training opportunities.

Job Description

BBC's Children and Family Worker role is a key post in supporting the church, its children and their families, to learn about Jesus and come to know Him as their Lord and Saviour.

While having a heart for young children and their parents is essential, the ability to support and work alongside teams of volunteers is also very important.

Principle responsibilities/ activities:

Sunday Club

- To oversee, with Lead Elder, BBC's Sunday Club activities for children age 3 – Year 6; including identifying teaching programmes.
- To coordinate, support – and as necessary, recruit – a team of volunteers to lead age-group sessions of Sunday Club
- To lead the Sunday Club 'Together Times', at least twice monthly, throughout the year.
- To lead a longer 'Together Time' 6-8 times per year, when the children will meet separately from the adults for the whole morning service.

Early Years

- To co-lead a weekly Baby group - A group for pre walking babies and their carers
- To co-lead a weekly Toddlers group
- To co-lead weekly group PALs (Parents and Little ones) – bible study.

School's Work

- To work with BBC's Youth Worker and a small team of volunteers to plan and deliver faith-based lunchtime activities in local lower & middle / primary schools

- To seek opportunities to lead assemblies at local lower & middle / primary schools

General

- Play a key role in planning and delivering BBC's Holiday Bible Club – usually the first week of the school summer holiday.
- Co-lead weekly mid-week Junior Youth Café for Years 5-8 with BBC's Youth Worker
- Occasionally support BBC's Youth Worker with weekly mid-week Cell+ group for Years 7-9
- To attend appropriate networking and training opportunities.
- To seek to develop relationships with parents and carers, especially those not currently part of the church
- To be involved in and help develop other existing and new ministries, e.g. Light Party, Saturday Breakfast Club, etc

The post-holder will attend monthly BBC's staff team meetings and will meet regularly with the Minister. Regular meetings will also be held with the posts Line Manager, who is likely to be one of the church Elders.

Person Specification

Essential:

- A living relationship Jesus
- A passion for working with babies, children and their families
- Ability to lead 'altogether' Sunday Club sessions – up to 40 children ranging from age 3 – Year 6.
- Ability to lead, coordinate and support teams of volunteers
- Highly organised, managing a range of activities and priorities
- IT literate
- Ability to maintain confidentiality

Desirable:

- Paediatric First Aid (we will provide training if the appointed candidate does not already have this)
- Driving license, car and willingness to drive around town and surrounding villages to visit church families