



THE CHURCH OF SCOTLAND

JOB DESCRIPTION

Title of Post:	Family Worker – Arbroath Knox's I/w St Vigeans
Responsible to:	This is a Ministries Council Appointment but you will be responsible to the Minister of Arbroath Knox's I/w St Vigeans in the first instance.
Date:	November 2015
Main Purpose of post:	Under the direction of the Minister, to build upon and to develop family work in the parishes. To engage with the missing generations in Church and to encourage families to be part of the wider Church community for mutual enrichment of lives.

MAIN DUTIES

- To nurture and support the children and young person's currently attending the various groups and clubs and to nurture and support the leaders of the groups and clubs
- To seek to develop and expand such groups and clubs and to reach out to the children and young people in the parishes and to make the children and their families aware of the activities going on in the churches
- To acquaint themselves with the parents or wider families of the children attending the church, or group, or club and therefore to maintain, in so far as possible, a regular communication with them to show them and to remind them of the church's continuing interest in them
- To share with the Minister and Kirk Sessions the responsibility for the spiritual growth and pastoral support of the church family
- To support in the development of "all age" worship ,including "Messy Church"
- To communicate to the Kirk Session and congregation information and vision for the work at least half-yearly
- To play an active and full part in the annual Team Report submission to presbytery
- To contribute fully to the Ministries Council appraisal process
- Undertake such other duties as may be required from time to time by the line manager.

Person Specification: Family Worker

	Essential	Desirable
Skills, abilities and knowledge		
Ability to communicate effectively with others, including all ages and types of people and with individuals and groups, using highly developed interpersonal skills	√	
Experience in working with children, young people and their families	√	
Ability to engage with people who have little or no church connection	√	
Biblical and theological knowledge		√
Knowledge and understanding of the dynamics of family life and the particular issues facing families today	√	
Demonstrable ability to encourage good practice in working with and motivating volunteers	√	
Excellent planning skills with the ability to prioritise work and workload	√	
Personal Qualities		
Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010.	√	
Openness to and able to evidence different ways of working and trying new initiatives		
Proven ability to work collaboratively with colleagues and to contribute to effective team working	√	
Positive and enthusiastic with the ability to enthuse and encourage others	√	
Ability to work unsupervised with readiness to use own initiative	√	
Educational requirements		
A relevant qualification and / or experience in community work	√	

On-going commitment to continuing professional development including willingness to work towards qualification and accredited training.	√	
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Terms and Conditions:

- Salary is based on the scale £ £23,788 - £26, 891 pro rata
- Normal hours of work will be 11.25 hours per week. The nature of the work calls for a degree of flexibility, and therefore hours of work, which will be as agreed with the Line Manager.
- The post is based in Knox's l/w St Vigeans Parish Church, Arbroath.
- There are 5 weeks pro rata annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 pro rata statutory holidays.
- Travel expenses by public transport or by use of own car at rates as agreed by your Employer and reviewed annually. Car mileage will be paid by the Employer in the first instance and re-claimed from the congregation on a quarterly basis.
- In view of the nature of the post, the successful candidate will be required to become a member of the Disclosure Scotland PVG Scheme.
- In order to comply with the Asylum and Immigration Act 1996, the successful applicant will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.

Informal enquiries can be made to:

Rev Nelu Balaj 01241 873206

Closing date 12 noon Friday 4 December 2015

