



Job Information Pack

Children and families Worker, Barnsley Methodist Circuit

- 20 hours per week
- 2 year fixed term contract

Closing date: **29th November 2024**



The mission of the Barnsley Methodist Circuit is to share the Gospel of Jesus Christ by encouraging, resourcing and enabling the people and churches of the Circuit to serve their communities and the wider world.



About the job:

The Barnsley Methodist Circuit seek to appoint a **Children and Families Worker** on a 2-year fixed-term contract working 20 hours per week across the chapels and communities that make up the Barnsley North East Church. Supporting the Minister, the successful applicant will play an important role in encouraging and nurturing our young people and their families into a deeper commitment of faith.

Learn more:

We encourage you to read our [Mission Plan, Priorities and Actions](#) or visit our [website](#) to learn about the work that we are doing across the communities we serve.

Working arrangement:

A flexible working pattern is required, to include elements of evening and weekend working with at least two days free of responsibility each week.

Faith:

A specific faith is an essential requirement for this role and in accordance with the Equality Act 2010 it is an occupational requirement that the successful applicant is a practicing Christian.

Next steps:

We encourage enquiries and welcome informal conversations about this exciting role. In the first instance direct these to Rev Claire Rawlinson on claire.rawlinson@methodist.org.uk

To receive an application form and also to return it, please contact our circuit administrator on circuitoffice@btconnect.com

Anticipated timeline:

A start date as soon as possible is available and will be discussed at interview stage.

1. Closing date:	29 th November 2024 (Midday)
2. Interview date:	Tuesday 10 th December 2024

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. We will contact applicants after this date to let them know if we are progressing their application.
3. Interviews will be held in-person at the Barnsley Circuit Office, Emmanuel Methodist Church, Barnsley, S75 1DT.



- Job title:** Children and Families Worker
- Employed by:** Barnsley Methodist Circuit (Charity Number 1135240).
- Location:** Various locations within the chapels and local communities that make up the Barnsley North East Church (BNE Church)
- Occupational requirement:** An occupational requirement exists for the post-holder to be a practicing Christian in accordance with the Equality Act 2010.
- Reports to:** Accountable to the Managing Trustees of the Barnsley Methodist Circuit through the appointment of a Line Manager.
- Purpose and objectives:**
- To work with the wider team within the BNE Church to grow opportunities to engage and develop relationships with children and their families within our Church communities.
 - To support existing volunteers and groups that work with children and young people.
 - To develop existing and create new opportunities for us to engage with children and their families

Main responsibilities:

- To attend groups within BNE church working with children and their families by:
 - Work with volunteers in the local chapels across BNE to assist in planning and delivering activities
 - Support volunteers to access relevant and appropriate training
 - To help each group to develop its work, particularly by providing specifically Christian input into their programmes
 - To establish positive links with families attending the groups
- To work with the chapels in the North East Church to establish new work with families where appropriate
- To explore opportunities for intergenerational work within and beyond the church
- To work with chapels to explore ways of offering worship to families outside Sunday morning
- To establish links with other agencies working with families in the area to be able to offer signposting where appropriate
- To ensure all activities and volunteers comply with the safeguarding policies of the Methodist Church

Other Responsibilities

- To keep adequate records of contacts and work undertaken
- To take on other duties and responsibilities identified by the Superintendent Minister as are within the Lay Employee's capabilities and level of responsibility, in order to meet the needs of the Circuit

Summary of terms and conditions:

Contract type	Part-time, 2-year fixed term fully funded contract.
Working hours	20 hours per week
Working pattern	A flexible working pattern is required, to include evening and weekend working. The successful applicant will have at least two days free of responsibility each week.
Rate of pay	£13.88 (£14,435.20 actual salary)
Location	Various locations within the chapels and local communities that make up the Barnsley North East Church (BNE)
Annual leave	Leave for a full-time employee is 33-days inclusive of public holidays. Leave for part time employees is calculated pro-rata to this.
Pension	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria may be eligible to join the Scheme, subject to certain provisions.
Probationary period	Appointments and offers of employment are conditional on the satisfactory completion of a 6-month period of probationary service. We reserve the right to extend this up to a maximum of 12-months.
DBS disclosure	Appointments and offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Right to work	Appointments and offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training	<p>We are an employer who will try to support you to develop and improve your professional practice. During employment with us we will consider relevant requests for continuing professional development (CPD).</p> <p>There may on occasion be a need to attend further training relevant to the role, the requirements of the Circuit and the wider Methodist Church. Any such training will be undertaken in contracted hours or recorded as time off in lieu (TOIL).</p>



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	E	D	A
Training and Qualifications			
A recognised qualification in Children’s work (or a related field of study.)		Yes	A, I, Q
Continued professional development in Children’s work (or a related field.)		Yes	A, I
Proven Ability			
Proven ability in Children’s or Community work in a paid or voluntary capacity.	Yes		A, I
Proven ability of networking and establishing working relationships/partnerships.	Yes		A, I
Proven ability of organising and leading Children’s and family events.		Yes	A, I
Knowledge, Skills and Experience			
Knowledge of good practice in Children and/or Family Ministry.	Yes		A, I
Good understanding and use of written and spoken English.	Yes		I, P
Experience of pastoral work and awareness of issues facing families today		Yes	A, I
Experience of using social media, able to engage innovatively with families.		Yes	A, I
Experience in planning and leading groups for families.	Yes		A, I
Qualities and Aptitudes			
Able to establish positive and productive relationships with children, young people, and adults whilst maintaining consistent professional boundaries.	Yes		A, I
Able to communicate in a culturally relevant, appropriate, and sensitive way to people of all ages and from varying backgrounds.	Yes		A, I
Able to work on your own and as part of a team.	Yes		A, I
Able to organise yourself in order to manage your workload efficiently.	Yes		A, I
Able to recruit, train and supervise a team of volunteers.	Yes		A, I
Able to use IT equipment suitable to the role.	Yes		A, I
An active listener with excellent interpersonal skills and an approachable demeanour.	Yes		A, I
Any Other Requirements			
An active member of a Christian Church with a well-developed Christian faith.	Yes		A, I
A commitment to engage in professional and spiritual development.	Yes		A, I
Willing to engage with the processes, structures and values of the Methodist Church.	Yes		A, I
A commitment to embed and promote good practice with Safeguarding, GDPR and Data Protection, in line with evolving Methodist policy and practice.	Yes		A, I
Awareness of and a sensitivity to issues of Equality and Diversity in the Church.	Yes		A, I
A commitment to work flexibly (weekdays, evenings and weekends) as the job requires.	Yes		A, I
Have access to appropriate transport for travel within the area.		Yes	A
A satisfactory enhanced disclosure from the Disclosure and Barring Service.	Yes		DBS

Assessment: **A:** Application form; **I:** Interview; **Q:** Proof of Qualification; **P:** Presentation



Adjustments:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

If you have any questions about the way that we recruit, do not hesitate to contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer and subsequent appointment will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. Where CVs are submitted these will not be used to make shortlisting decisions.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive.

One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless clearly stated that an 'Occupational Requirement' is in place with a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the criteria for the job.

Other policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. You commit to work within and promote these at all times should a conditional offer of employment be made. They include but are not exhaustive to Health & Safety, Data Protection, GDPR, Governance, Safeguarding, Performance, EDI and a range of personnel and financial policies.