

## Job Description

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**Job Title:** Ministry Assistant - Children and Families

**Reports to:** Vicar

**Salary:** £27,860 (£8,228.80 actual salary)

**Hours:** This is a part-time role (10 hours per week plus 3 hours one Sunday per month; 0.29 FTE) with the opportunity for hybrid working and flexible working. The worker will be expected to take retreat and training time within these hours, in discussion with the Vicar.

This is a fixed term position for 6 or 12 months in the first instance.

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### Purpose Statement

We are looking for someone who can support delivery of our mid-week activities for 0-16s and help develop our All-In Worship one Sunday per month.

- To grow, equip and encourage volunteer team from church and community
- To resource and develop our current discipleship programme for 0-16s
- To model a life of faith with particular relevance to 0-16s

### Reporting Structure

The Ministry Assistant will report to the Vicar.

### Primary responsibilities:

- Support team of volunteers to deliver Little Edmundos (0-5s group, Wednesdays 9:30-11am). Will include: set up and clear up each week, recruiting and developing volunteers, building connections with families, planning sessions, leading craft, story-time, and singing.
- Support Vicar and volunteer team to deliver JC Club (Year 1-Year 6, Tuesdays 4-5:30pm) and/or Youth (Year 6-11, Tuesdays 6:30-8pm) to be decided with Ministry Assistant and existing teams.
- Work with Vicar and ministry team to grow our Intergenerational (all-age) Worship one Sunday per month.

### Other opportunities:

- Developing Social Media and other communication channels
- Training in faith-based Community Organising via Citizens UK and Centre for Theology & Community. Involvement in Community Organising with St Edmund's focused on building community among young families.

- Development of new ministry and mission initiatives in collaboration with Vicar and PCC.
- Work with local schools: assemblies and community organising.
- Training in theology, ministry and leadership via diocesan courses, lay ministry training, and opportunities to gain wider ministry experience.

## **Principal Accountabilities**

The Ministry Assistant will be accountable to the PCC (trustees) and Vicar.

## **Person Specification**

### Genuine Occupational Requirement (G.O.R)

There is a genuine occupational requirement for the job holder to be a practising Christian, lay or ordained, and an active communicant member in good standing within the Church of England or of a Church which is in Communion with the Church of England, or a Church that is a member of the Churches Together in Britain and Ireland, or [Churches Together in England](#).

Essential:

- Having an understanding of the Christian Faith and be a practising Christian, able to speak about their own prayer life and discipleship
- Able to connect and communicate with 0-16s
- Willing and able to learn and use Safer Recruitment process
- Experience working with 0-16s
- Willingness to engage in training
- Willingness to learn and work with community organising principles and tools as part of congregational development
- Ability to work in a team
- IT literate, well organised, and good time management
- Creativity and resourcefulness
- Commitment to building diverse, inclusive, intergenerational church community

Desirable:

- Having an understanding of the Church of England
- Experience leading and managing volunteers
- Experience working with parents of 0-16s
- Relevant childcare or educational qualification
- Experience using Google Workspace, social media platforms, and Canva
- “Up front” church experience
- Experience managing a budget and applying for funding

## Outline of Terms and Conditions

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| <b>Role</b>             | Ministry Assistant - Children and Families   |
| <b>Responsible to</b>   | Vicar  |
| <b>Salary</b>           | 8,228.80   |
| <b>Hours</b>            | <p>10 hours per week, on Tuesday and Wednesday to be agreed with the Vicar. Hours to include:<br/>Tuesdays JC Club 4-5:30pm or Youth 6:30-8pm<br/>Wednesdays Little Edmundos 9:30-11</p> <p>3 hours per month on Sundays 9:30am-12:30.</p> <p>This is a fixed term contract for a period of TBC.</p> |
| <b>Pension</b>          | Employee contribution of 3% on qualifying earnings. Administered by Stewardship.   |
| <b>Annual Leave</b>     | 6 weeks + 2 days in lieu of bank holidays pro rata; to be taken during Waltham Forest school holidays and never to include a Sunday.   |
| <b>Probation Period</b> | 3 months   |
| <b>Notice Period</b>    | 3 months   |
| <b>Expenses</b>         | To be agreed with PCC prior to purchase and claimed from PCC Treasurer.  |
| <b>Base</b>             | St Edmund's Church<br>Larkwood Road<br>E4 9DS  |
| <b>Contract</b>         | The contract of employment will be with THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SAINT EDMUND, CHINGFORD   |

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## Pre-employment Administration

### Checks:

The contract is subject to:

- DBS Check

### Right to work:

- The post-holder must have the right to work in the UK
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