

## St Mary's Pre-School Families Leader

### Role Description & Person Specification

#### Role Description

Employer: St Mary's Wavertree (Payroll: St James in the City)

Salary: £12.50 per hour

Hours: 10 hours a week

Hours of work: Wednesday mornings and one hour on another weekday meeting with team. (It will also include 121s and Creche on Sunday mornings)

Holidays: 25 days pro rata + bank holidays

Reports to: Families Lead (Revd Jerome Daniels)

Contract duration: 12 months fixed term. 1<sup>st</sup> January 2025 – 31<sup>st</sup> December 2025 (with hopes to extend beyond 12 months)

#### Objectives

This is a significant leadership role to oversee the growth in numbers and depth of discipleship of parents with babies and toddlers at our Church. This is a key missional demographic for our Church and an important component of our Revitalisation project which aims to grow the Church significantly to a place of discipleship strength. We want to see parents with babies and toddlers coming to faith and growing in faith and finding an ongoing place in the life of our Church; this is the primary purpose of this role.

As such, this role is less about running a parent's and toddler's group directly, but more focused on investing in the members of St Mary's who have a passion for this area of Church life and leading and equipping them to fulfil the missional vision. The role is a leadership and oversight role, which could include additional activities like running daytime Alpha, school holiday clubs, but would focus on enabling our Church members to lead and participate in these for themselves.

To oversee a team of people committed to this ministry who will meet regularly and to be responsible for the strategy, implementation and safeguarding responsibilities relating to this work. The safeguarding responsibilities are significant and will include oversight of risk assessments for all activities, safer recruitment and liaising with the safeguarding officer and diocesan safeguarding as necessary.

To oversee the launch and growth of a parents and toddlers stay and play weekly daytime group.

To oversee and develop a Sunday creche and easy to land experiences for young families in Sunday Church.

To promote activities and connecting events on our missional pathway with stay and play, Sunday Church, Connect Groups and Alpha.

To oversee the handholding of families from toddler age into appropriate Church provision as the children get older.

### **Outline of post**

The successful candidate will need to be a committed member of St Mary's Wavertree.

To ensure the provision of welcoming, fun and safe support, care and play opportunities for children, parents, grandparents and carers.

You will be responsible for the week-to-week running and delivery of the toddler group, as much as possible delegating leadership and the specific tasks to a core team. You will ensure that all legal and statutory requirements are met and that all organisational policies are fit for purpose, understood and implemented by all volunteers. You will recruit and lead all volunteers, providing support and resources when needed.

You will be responsible for the regular (weekly or fortnightly) team gathering for vision casting, training, support and to coordinate together the missional reach of the group. Families who join the group will be invited into the wider Church community and will probably need 1-2-1 catch ups with team members which will require coordination.

You will be responsible for the Sunday creche rota and provision. This may take time to build up and develop, but the aspiration is to have a team of people committed to Sunday creche within the 12-month initial period.

You will work closely with the wider church leadership and aim to create a pathway for parents and toddlers to feel comfortable in attending church on Sunday and other church events. Volunteers will need coordinating to have regular catch ups with families who are attending the stay and play group. There is a missional dimension to this which will require some training, development and support.

### **Main tasks and Responsibilities**

- Oversee and deliver 1 hour 'Stay and Play' gathering in Church on Wednesday mornings.
- Oversee and deliver 1 hour daytime team gathering (tea and cake) to plan and oversee welcome, mission and discipleship opportunities with core/fringe parents and toddlers. Time and day tbc.
- Start a Sunday Creche with a volunteer team.
- Implement and adhere to safeguarding procedures with recruitment of volunteers, safeguarding training, DBS checks and reporting any safeguarding issues to the Safeguarding Officer.

- To enable children and families to engage in Church and their relationship with God, which may mean running family events in school holidays, alpha courses for parents and other appropriate socials, events or activities.
- To maintain and build relationships with church staff team and church volunteers through:
  - o Fortnightly wider staff meetings with St James in the City (3 hours on Tuesdays)
  - o Fortnightly St Mary's team meetings (1 hour on Thursdays)
  - o Monthly supervision with your line-manager (1.5 hours)
- To communicate with attendees about Church events, storing their data safely in ChurchSuite.
- Oversee purchasing and collection any relevant resources: play equipment, cleaning equipment, biscuits and drinks. Documenting any accidents or incidents that take place in the sessions and recording numbers of attendance each week.

Tasks and responsibilities are in many circumstances unpredictable and varied. You are therefore expected to work in a flexible way when the occasion arises and undertake tasks which are not specifically covered in the job description.

There may be opportunities to work with local nurseries and primary schools to increase the reach of our ministry.

#### Person Specification

	Essential Requirements	Desirable Requirements
<b>Qualifications</b>	<p>Good standard of English (equivalent to GCSE) and other qualifications to A level standard</p> <p>Experience working with children in a leadership capacity</p>	<p>Experience in leading &amp; overseeing events for children and families</p>
<b>Christian Ministry Experience</b>	<p>Christian ministry leadership/oversight with experience of successfully building and developing a volunteer base.</p>	<p>Experience of working in a Church context that is clearly growing through local mission</p> <p>Implementing and developing safeguarding policy</p> <p>Volunteering/leading in creche and/or a parents and toddlers group</p> <p>Experience of starting new ministries/projects in a missional context</p>

<p><b>Spiritual &amp; Personal</b></p>	<p>A person who has a passion for Jesus, to see His Church grow and be a presence in the community of Wavertree, especially to children and families.</p> <p>A person of integrity who can keep absolute confidentiality</p> <p>Ability to take responsibility to ensure tasks are completed</p> <p>Good with detail, a completer/finisher, but also able to facilitate the work of others</p> <p>A person who is approachable, has ability to build good relationships and maintain them while being persistent to ensure that the work gets done</p> <p>A proven problem solver with resilience and flexibility</p> <p>A person is supportive of the aims and ethos of the Church</p>	<p>A member of the Church of England</p>
<p><b>IT Skills</b></p>	<p>Basic IT skills (emails, Microsoft word)</p>	<p>Experience of photography and social media</p>
<p><b>Knowledge and Skills</b></p>	<p>Understanding of the DBS and child protection process</p> <p>A good and effective communicator with all ages</p> <p>Able to prioritise tasks and manage own performance</p> <p>Excellent personal organisation and administration skills</p>	<p>Experience of the DBS and child protection process</p> <p>Experience managing volunteers</p> <p>Experience of working in an environment with children</p>

Please send the application form to [Janet.Wightman@stmw.org.uk](mailto:Janet.Wightman@stmw.org.uk) by closing date of 12noon on Friday 20<sup>th</sup> December 2024. Interviews will be on the afternoon of Monday 6<sup>th</sup> January at St Mary's Wavertree.