

***A worshipping, growing and transforming Christian presence at the heart of every community***

## **EARLY YEARS WORKER**

Salary: £29,924 (Band 4.1) Fixed point

Hours of work: Full time 35 hours per week

Start Date: 1<sup>st</sup> September 2022 or as soon as possible after date

Contract term: Five-year contract (funded post)

Normal place of work: Church House, 90 Deansgate, Manchester M3 2GH until the anticipated move to St John's House, Bury BL9 0NE in January 2023

### **Our Vision**

The vision of the Diocese of Manchester is to be a worshipping, growing and transforming Christian presence at the heart of every community. Churches and Church of England schools are central to this vision as they seek to be places where Christian values and practices are at the centre of all that happens there. The Manchester Diocesan Board of Education (MDBE) fully supports this vision through its work with churches and church schools, across the diverse landscape of Greater Manchester and Rossendale.

The vision has three fundamental principles; growing, nurturing and serving, as we strive every day in our local ministry to be a Church for a Different World. MDBE works in partnership with schools and churches to enact and support these principles.

**Growing:** MDBE grows and cultivates healthy relationships with staff and governors across the family of church schools. We encourage good leadership through providing training and advice in areas such as mental health and wellbeing, admissions, Head Teacher recruitment and development as well as effective management of school buildings.

**Nurturing:** MDBE strives to nurture its relationships with schools, just as, we believe, God nurtures His relationships with His children. We support schools in the journeys they have with each of their children, from early years through to sixth form; walking alongside schools during transition points, academic experiences and community events. We work across churches and schools to establish reciprocally beneficial relationships. We communicate with school leaders, staff, governors and clergy teams,

uniting us as we work together to lift up the children and young people in schools and churches.

**Serving:** MDBE seeks to serve schools with love, kindness and action, enacting the commandment to 'Love the Lord your God with all your heart and with all your soul and with all your mind, and love your neighbour as yourself.' (Luke 10:27). We work in communion with people, children and families from all faiths and backgrounds, celebrating the diverse landscape of our great city and region and the communities that come together within it. We help to maintain the Christian distinctiveness of Church of England schools through the facilitation of training and resourcing in the areas of vision and values, Religious Education, Collective Worship and the requirements of SIAMS.

MDBE's overarching vision is for the Church of England schools and churches to be places where all involved can be introduced and supported to reflect on Jesus' promise in John 10:10 that He 'came so that you might have life in all its fullness.'

### **Purpose**

The post holder contributes to the achievement of the Dioceses mission and ministry by sharing responsibility with the Director of Education for the preservation and development of Early Years ministry across Manchester Diocese.

The post holder works directly with key stakeholders across the diocese. They ensure Early Years ministry is resourced within deaneries, Mission Communities, parishes, churches and schools. The Early Years Worker will be responsible for supporting existing toddler groups to become more distinctively Christian.

### **Accountability & Key Relationships**

The Diocesan Early Years Worker is a key member of the Diocesan Education Department working collaboratively with the Children, Youth and Families Diocesan Programme Manager, the Director of Education, Board of Education staff and members, Diocesan Board of Finance, as well as wider Diocesan staff as appropriate. The post is line managed by the Children, Young People, Families Programme Manager.

## **Key Tasks**

- Develop worship opportunities for early years children and their families building on the success of Wiggle Worship.
- Promote the growth of ministry with early years children across the diocese in line with the diocesan vision and strategy.
- Provide advocacy, expertise, advice and support on a wide range of early years ministry related issues as appropriate.
- Proactively support and equip toddler groups across the diocese and encourage churches to explore this mission field.
- Support Mission Communities to establish toddler praise sessions and similar worship opportunities.
- Encourage toddler groups to create links with the families supporting faith in and at home.
- Support transition in early years.
- Maintain a current understanding of best practice through continuing professional development.
- Further develop and deliver a programme of training on specific early years issues as appropriate.
- Write and share resources to support early years ministry across the diocese.
- Disseminate early years ministry resources to colleagues in churches and schools.
- Report through the programme manager to the project/transformation board, preparing reports as required.
- Contribute to school and church worship as invited.

## **Key Outcomes**

Specific targets for numbers of distinctly Christian toddler groups across the Diocese will be agreed in accordance with overall project outcomes

## Person Specification

**Key:** (AF) Application Form; (I) Interview; (P) Presentation

	Essential requirements	Desirable attributes	Method of assessment
<b>Qualifications</b>			
Degree or equivalent	E		AF
Children's work/ministry degree/diploma		D	
<b>Experience</b>			
At least 5 years' experience of working with early years settings/children	E		AF
Experience of leading and delivering training in a parish setting or equivalent	E		AF/I
Experience of developing resources	E		AF/I
Experience of leading worship with early years children	E		AF/I/P
<b>Knowledge and skills</b>			
Sympathy with the aims and values of the Church of England	E		AF/I
Appreciation of the diverse communities in the Diocese, able to work collaboratively with partners and stakeholders	E		AF/I
Understanding of the role of the Board of Education in supporting churches and schools		D	AF/I
Excellent understanding of the diversity and breadth of early years ministry	E		AF/I/P
Appreciation and understanding of new ways of being church, including Fresh Expressions and intergenerational worship	E		AF/I
Working understanding of child safeguarding principles and practice	E		AF/I
Good organisational skills, with the ability to work efficiently and effectively to prescribed deadlines	E		AF/I
Highly versatile literacy and numeracy skills, able to contribute to Board reports and data	E		AF/I
Confident communication skills, able to exercise tact and discretion	E		AF/I/P

Confident public engagement and presentation skills	E		AF/I/P
Good interpersonal skills - able to maintain confidential information and convey difficult messages	E		AF/I
Ability to work on own initiative as well as part of a team	E		AF/I
Sound IT skills: spread sheets, word processing, use of social media and email		D	AF/I/P
Self-motivated with a commitment to continuous professional development	E		AF/I
<b>Work related Circumstances</b>			
Willing to attend evening and weekend meetings and events – with notice	E		I
Willingness to travel to meetings with access to own vehicle	E		I
Holds a full UK driving licence	E		AF
Practising Christian	E		AF
DBS check at enhanced level	E		I

## Summary of Terms & Conditions of Employment

Employer:	Manchester Diocesan Board of Finance (MDBF)
Line Manager:	Children, Young People and Families Programme Manager
Hours:	Full Time – 35 hours per week, Flexi Time policy in place
Salary:	£29,924 (Band 4.1) Fixed point
Probation:	Appointments are subject to a 6-month probationary period
Location:	The post is based at Church House, 90 Deansgate, M3 2GH with travel to schools in the area. There is the anticipated move from Church House to St John's House, Bury BL9 0NE in January 2023.
Pension:	The MDBF offers membership of the Church Workers Pension Fund– Pension Builder Classic product
Start date:	1 <sup>st</sup> September 2022 or as soon as possible after date
Contract:	5-year contract (funded post)
Holiday:	22 days' annual leave per year rising to 25 days after 12 months' service, in addition to bank holidays and 3 church days

**Closing Date: Noon, Thursday 7<sup>th</sup> July 2022**

**Interviews: Thursday 14<sup>th</sup> July 2022 at Church House 90 Deansgate M3 2GH**

**The post will be offered to the successful candidate subject to satisfactory references and proof of eligibility to work in the UK.**