



JOB DESCRIPTION

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| Job Title: | Children and Families Mission Enabler |
| Church: | Lindley Methodist Church, Huddersfield |
| Location: | The role is based at Lindley Methodist Church, 45 East Street, Lindley, Huddersfield, HD3 3ND, where office space is available and work will generally be carried out with children and families, though some administrative duties may be carried out from home in agreement with your Line Manager. |
| Responsible to: | The Lay Employee will be employed by the Lindley Methodist Church Council and will be line managed by the Minister in pastoral charge of Lindley Methodist Church. |
| Responsible for: | The Lay Employee will not have any direct line management responsibility for other employees but will work collaboratively with the leadership team, church members and wider community. They will have responsibility for leading children and families mission projects and overseeing the work of volunteers. |

Job Purpose and Objectives

The overall job purpose is to support Lindley Methodist Church (LMC) to achieve its 'Open to Jesus, Open to People' vision by providing leadership and guidance to develop and deliver missional activities for children and families.

Already there are strong links and friendships with a number of children and families. We aspire to build on this and offer a space for children and their parents/carers to experience the love of Jesus and grow in their discipleship journey. Key objectives of the role are to:

- Work with and on behalf of LMC to identify and develop innovative new opportunities to engage with children and families in our local community and support their faith journeys;
- Support LMC to help children and families explore the Christian faith in creative and dynamic ways;
- Strengthen and grow LMC's existing activities for children and families within the church;
- Encourage and inspire LMC's congregation to get involved in children and families mission.



Main Responsibilities

Indicative main responsibilities are listed below, though as this is a new post, it is envisaged that final areas will be defined with the job holder at the outset and as the work evolves.

- To work collaboratively with the leadership team and church community to develop and implement a sustainable strategy for mission and ministry with children and families.
- To identify specific opportunities to engage with children and families in the local community, developing sustainable, long term missional projects which meet their needs.
- To build and nurture strong relationships with families in the local community.
- To set up and lead activities and initiatives which support children and families in their faith journeys and promote these on social media.
- To take an active role in planning and delivering varying forms of Christian worship appropriate for children and families.
- To lead the existing weekly Monday morning Parent and Toddler group during term time.
- To inspire church members to become involved in children and families' mission, supporting and equipping existing volunteers working with children and families and where necessary recruiting and training new ones.
- To develop and sustain effective relationships with LMC uniformed organisations, local schools, local churches and Methodist Circuit/District links (who lead Circuit children's group, District Youth Weekend, national 3Generate weekend); building a strong network to support missional opportunities for children and families.
- To keep adequate records of contacts and of work undertaken in accordance with data protection legislation.
- To assist the leadership team to create a safe, welcoming and inviting environment for children, vulnerable adults and families and to ensure compliance with LMC's Safeguarding, Equality & Diversity, Health & Safety and Lone Working policies and procedures.
- To attend quarterly Church Council meetings, leadership team meetings and management group meetings as requested.
- To prepare reports in connection with work undertaken, for example as requested by the Church Council and the leadership team.
- To operate within an agreed budget, managing and administering this in line with LMC processes.
- To evaluate and review initiatives set up and activities undertaken, and change where necessary, the action and focus of work after discussion with, and agreement, from your Line Manager.
- To keep up to date with best practice relating to the job role and attend any relevant training provided by the church.



- To carry out any other duties and responsibilities, identified by your Line Manager, as are within your capabilities and level of responsibility, in order to meet the missional needs of the church.

Terms and Conditions

- Terms of appointment: Two Year Fixed Term Employment Contract (with the potential to extend subject to review and funding).
- The rate of pay will be: £13.50 - £16.00 per hour, dependent on experience and qualifications.
- Normal working pattern: 25 hours per week worked flexibly in agreement with your Line Manager across four to five days which must include core hours each Monday morning during term time of 8.45am – 11.45am to lead the Parent and Toddler Group. Actual days, start and finish times will be variable in accordance with the needs of the church. The days of the week on which you may be required to work are Monday to Sunday, including teatime, evening and weekend work. You will not be expected to work on more than five days in a calendar week.
- All reasonable expenses will be reimbursed. (Note: you will be expected to travel around the Huddersfield area for this role. Any mileage incurred will be reimbursed at the notified rate).
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- 33 days annual leave entitlement per year including bank holidays (pro-rata for part-time employees).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure (with Barred Lists Check).
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of a six months' probationary period.
- There are opportunities for development and training in connection with the role.