



**THE CHURCH OF SCOTLAND**  
**DALMENY AND QUEENSFERRY PARISHES**

**JOB DESCRIPTION**

**CHILDREN & FAMILY WORKER**

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**Title of post:** Children & Family Worker, Dalmeny linked with Queensferry Church of Scotland Parish Churches

**Responsible to:** This is an appointment of the Dalmeny and Queensferry Kirk Sessions, reporting to a member of the local ministry team.

**Date:** January 2023.

**Working hours:** Negotiable between 24 hours per week (0.64 FTE) and 37.5 hours per week (1.0 FTE). We are happy to consider other work patterns, including job sharing or part year working.

**Main purpose of post:**

The Dalmeny and Queensferry congregations seek an enthusiastic individual to develop and lead Children & Families ministry across the two parishes, as part of a team including the parish minister, elders and volunteers. The remit of the post builds on the work undertaken by previous postholders over a 10 year period. The role will focus both on sharing the good news of God's love with young people and families in Dalmeny and Queensferry, and on helping young people and their parents/carers to grow in their Christian faith and to strengthen their family life. The focus is primarily on children of primary and pre-school age and their parents and families.

**Location:**

Dalmeny and Queensferry are fast-growing communities a few miles north of Edinburgh, and within easy reach of Fife and central Scotland. The population of around 11,000 is anticipated to rise to nearer 20,000 over the next 5 years. Many young families make their home here, enjoying the sense of community and the excellent schools. The churches set a high priority on ministry to young people and families. This is an exciting time for our churches, as we rebuild from the pandemic and also look for new ways to engage with young people and their families. We are seeing many new opportunities to introduce young people and their families to Jesus, to support our local schools and nurseries, and to work with other local churches. The pandemic helped us to think creatively about using online as well as in person ministry, and we expect this to continue.

**Management and support:**

The postholder will be a member of a small team of paid ministers/leaders including a part time administrator. One of the ministers will be the postholder's line manager. Designated elders will provide support to the postholder and be advocates for children and families ministry.

We provide a budget for professional development and attendance at relevant conferences

etc, and will encourage the postholder to become part of support networks such as the Church of Scotland group for paid children/youth/families workers.

### **Duration of post:** .

This post is a pivotal role in our church life and mission, for which we see a continuing and increasing need. The new postholder will be offered an initial term of 3 years, but with the possibility of extension following a review of ministries across our own and neighbouring parishes that are also growing rapidly.

### **Potential areas of responsibility:**

*The postholder will have some involvement in most or all of the following areas of activity, all of which will be supported by teams of volunteers. The nature and extent of involvement is open to negotiation, depending on the number of hours worked and the postholder's gifts, experience and availability.*

#### **Existing base of church activities**

- Leadership of regular activities including monthly Messy Church (shared with another local church), Sunday children's activities (with the opportunity to input to livestreamed all age Sunday worship alongside the ministers and other leaders), lunchtime SU groups, toddler/carer group, annual summer holiday club

#### **Community ministry**

- Chaplaincy, including school assemblies and supporting the RME curriculum (often working with SU Scotland), at 3 primary schools and local nurseries
- Develop and lead new activities and groups to support family life in the community, working with existing community groups and other churches where appropriate

#### **Develop support for young families**

- Encourage and empower parents in their own spiritual growth and their role as the main spiritual nurturers of their children
- Work with others to provide pastoral and where appropriate practical support to families (including those with additional support needs, or experiencing poverty or social isolation)
- With the ministers and other leaders, find new ways to help our 'inherited church' congregations (and our fresh expression, *Sanctuary*) to continue to welcome and nurture young families and integrate them more fully into church life
- Develop, champion and lead or support fresh expressions of church that encourage young families to engage in worship and grow into a relationship with Jesus

#### **Equip leaders**

- Support and encourage church and uniformed organisation leaders in their work with children and families
- Develop innovative ways of finding, encouraging and training volunteers to lead and support existing and new initiatives

**Specific job skills:**

- Experienced in helping young people and their parents/carers to come to know Jesus as Lord and to grow in a relationship with him
- Ability to identify, equip and develop volunteers, and to foster an environment for creative thinking about new ways of building relationships and engaging with families and young people within a diverse, growing population
- Ability to work within a team, be an effective team member and demonstrate leadership skills in team situations
- Willingness to work in partnership with other local churches and denominations, and with national Christian organisations (e.g. SU Scotland and Care for the Family)
- Ability to facilitate small groups to help them plan and organise specific initiatives
- Ability to use appropriate IT applications (e.g. Microsoft Office Word, Outlook and Powerpoint)
- Ability to use a range of media (including social media and online meetings) to develop and deliver ministry online and in person

**Person Specification: Children & Family Worker**

Skills, abilities and knowledge	Essential	Desirable
Ability to relate to people with a broad range of understanding of their Christian faith	√	
Ability to engage with people who have little or no church connection	√	
A commitment to partnership working and maintaining and developing links with the local community	√	
Strong planning and organisational skills	√	
Ability to think and act creatively	√	
Experience of the delivery of ministry to children and their parents, and awareness of issues influencing children	√	
Understanding of the pressures facing parents/carers of children, and the ways that the churches can support them	√	
A proven track record in creating and equipping successful and enthusiastic teams	√	
Experience of employment in a team ministry		√
Experience of fresh expressions of church (e.g. Messy Church)		√
Experience of ministry to people with additional support needs		√

Personal Qualities	Essential	Desirable
<p><b>A committed Christian with a living personal faith in Jesus as Lord, and a willingness to subscribe to and promote the faith, beliefs and ethos of the employing churches and the organisations we work with (This is a genuine occupational requirement under the Equality Act 2010)</b></p> <p><b>Demonstrable ability and commitment to work as part of a team</b></p> <p><b>Excellent communication skills across all ages and types of people, both in person and using a range of media</b></p> <p><b>Flexible and adaptable</b></p> <p><b>Approachable and can relate authentically to all, maintaining confidentiality where appropriate</b></p> <p><b>Self-motivated with the ability to motivate others</b></p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	
Educational Qualifications	Essential	Desirable
<p><b>Educated to degree level</b></p> <p><b>EITHER an academic qualification in a relevant profession (e.g. ministry or primary education) OR significant recent work experience in a relevant area</b></p> <p><b>An academic qualification in theology</b></p>	<p>√</p>	<p>√</p> <p>√</p>

## Terms and Conditions:

- Standard working hours for this post are subject to negotiation, between 24 hours per week (0.64 FTE) and 37.5 hours per week (1.0 FTE). We also welcome applications from candidates who would prefer a different working pattern (e.g. fewer weekly hours; part year working; job sharing etc)
- Remuneration will be based on the Church of Scotland Ministry Development Staff scale which is currently £27,443 to £31,024 *pro rata* per annum. The starting salary would be the relevant proportion of point 1 on the scale, depending on qualifications and experience, and salary would be reviewed annually.
- The post is based in Dalmeny and Queensferry, where office/meeting accommodation and some administrative support will be provided, but with flexibility to work from home where appropriate.
- Usual working hours will be at times agreed with the line manager. The nature of the work calls for a degree of flexibility. There will be some regular or periodic commitments that are fixed, but for other commitments there is flexibility for the postholder to negotiate dates/times with others involved and with the line manager. If it is necessary to work more than the usual hours in any week (e.g. a summer holiday club), time off *in lieu* can be agreed with the line manager.
- There are 5 weeks *pro rata* annual paid leave in each full calendar year, 1 January to 31 December. Entitlement is based on full weeks worked. 9 *pro rata* statutory holidays are extra to this annual entitlement.
- Travel expenses by public transport or by use of own car at rates as agreed by your Employer and reviewed annually.
- The postholder will be required to become a member of the Protecting Vulnerable Groups (Scotland) Scheme and the appointment will be subject to a satisfactory PVG Scheme Disclosure.

**Application forms** can be obtained from our church website – [www.gpcweb.org](http://www.gpcweb.org) – or:  
Queensferry Parish Church Office  
The Loan  
South Queensferry  
EH30 9NS  
0131 331 1100

**Further information** can be obtained from **Martin Corbett** – [childrenyouth@gpcweb.org](mailto:childrenyouth@gpcweb.org)

### **Please return completed application form EITHER**

by email to [childrenyouth@gpcweb.org](mailto:childrenyouth@gpcweb.org) – mark your email "*Private and Confidential – C&F Vacancy*"

**OR** on paper in an envelope marked "*Private and Confidential – C&F Vacancy*" to:

Martin Corbett  
Queensferry Parish Church Office  
The Loan  
South Queensferry  
EH30 9NS

**Closing date for applications is 10am on Friday 10<sup>th</sup> February 2023.**

**Interviews (in person or online meeting) are likely to take place in February 2023.**

**Start date is subject to negotiation.**