



The Diocese of
Southwark

Job information pack

Community and Family Worker

An exciting opportunity to begin a thriving children's ministry



ST JOHN
THE DIVINE
EARLSFIELD

Christ
Centred

Outward
Focused



The Diocese of
Southwark

Dear Applicant,

I am delighted that you have expressed interest in our role of Community and Family Worker at St Michael's Church, Southfields. I hope that you will find the information provided in the pack inspiring.

St Michael's Church is seeking a dynamic and passionate individual to join our team as a Community and Family Worker, working solely at St John the Divine, Earlsfield, and part of the St Michael's wider team. This role offers an exciting opportunity to begin work with children, families, the local school, in the community and to share the love of Jesus. This is part of a funded project where you can be part of establishing new ministries and building up the church.

We look forward to welcoming a passionate individual to join us in our mission of 'being transformed in Christ and bringing hope for everyone' in our community.

If you feel called to be part of this journey and have the necessary enthusiasm, skills and experience then we would love to hear from you.

I would be very happy to have an informal discussion about the role, and to provide more information; please contact me on rich@stmikes-ststeves.org.uk.

With best wishes

Revd Rich Boothroyd

Priest-in-Charge, St John the Divine, Earlsfield



The Diocese of
Southwark

Diocesan Staff Purpose

To lead, enable, serve, support, and enable the mission of God as it is worked out in the parishes, deaneries, schools, and communities of the Diocese of Southwark.

Diocese of Southwark Job Description

Job Title:	Community and Family Worker
Reporting to:	Priest-in-Charge of St John the Divine
Location:	St Michael's Church, 71 Wimbledon Park Road, London SW18 5TT
Key Relationships:	Priest-in-Charge of St John the Divine Vicar at St Michael's Church Church Wardens, Treasurer and Parochial Church Council (PCC) members Church Volunteers Diocesan Project Manager and SDF Core Project Team Southwark Diocese Children and Young Peoples Team and Board of Education Children and families of Southfields Local Schools

Background to the job

St John the Divine is a Church of England parish church in Earlsfield, South-West London. We are a place of welcome and worship for people of every age and background, reflecting the diversity of our surrounding area.

St John's is on Garratt Lane by the Henry Prince Estate. We care deeply about our local community and all who live on the Estate. We want to work in partnership with our community to make our local area even better than it already is.

St Michael's are a vibrant, warm, fun and welcoming family church at the heart of our community here in Southfields, South West London. We are a church family of all ages and have a number of different services on a Sunday to suit different styles of worship and people in all stages of life.

Job Purpose

St Michael's Church in Southfields is seeking a dynamic and passionate individual to join our team as a Community and Family Worker, working solely at St John the Divine, Earlsfield, and part of the St Michael's wider team. This role offers an exciting opportunity to begin work with children, families, the local school, and in the community, to share the love of Jesus. This is part of a five-year project where you can be part of establishing new ministries and building up the church.

Key Responsibilities

1. Community Outreach

- Set up and run a toddler group at St John's.
- Set up and run Messy Church.
- Identify and implement new initiatives/interest groups to resource and bless the community.
- Set up support events for parents.

2. Church ministry

- Involvement in Sunday services, especially All Age family services.
- Deliver mid-week Puppet Church and seasonal services at St John's and with Sticky Fingers nursery, which runs out of the St John's church hall.
- Begin children's groups on Sunday mornings.

3. School Engagement

- Develop relationships with the local head teacher and class teachers.
- Deliver assemblies, RE lessons, and lunchtime Christian clubs in school alongside existing ministry staff where possible.
- Host school groups visiting St John's.

4. Leadership and Development

- Recruit and manage volunteer teams.
- Initiate new ministry opportunities.
- Support the vision of St John's.

How We'll Support You

We offer a fun, supportive, collaborative team environment full of people who love God and want to see him known in our communities.

Person Specification

The successful candidate will embody Jesus, demonstrating a passion for nurturing young people's faith and a commitment to community engagement. They will be a creative thinker, a team player, and can inspire both children and adults in their spiritual journeys.

This post is subject to an occupational requirement that the postholder be a practising Christian under Part 1 of Schedule 9 of the Equality Act.

It is hoped the postholder will have a willingness to become a member of St Michael's Church and St John's.

It is a requirement of this role that a satisfactory Enhanced DBS check takes place before commencement.

Essential	Desirable
Faith and Values	
Committed Christian with a strong personal faith	
Alignment with St Michael's Church and St John's vision and values	
Passion for sharing the Gospel with children and families	
Experience and qualifications	
Experience in children's ministry or education	A relevant qualification in children's work, education, or theology
Experience in developing and delivering engaging programs for children	First Aid certification (or willingness to obtain)
Background working with children, families and/or community outreach	
Understanding of child development and age-appropriate teaching methods	
Interest in current trends in children's ministry and community outreach	
Skills/Aptitudes	
Excellent communication skills, both verbal and written	
Strong leadership and team-building capabilities	
Ability to plan, organise, and manage multiple projects simultaneously	
Proficiency in using technology for ministry (e.g., social media, presentation software)	
Character and personal qualities	
Enthusiastic and energetic approach to work	
Adaptable and flexible in meeting changing needs	
Self-motivated with a proactive attitude	
Empathetic and approachable, with strong interpersonal skills	
Ability to work well as part of a team	

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.



TERMS AND CONDITIONS

Community and Families Worker

A fixed term, part time role, funded until June 2028.

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

St John's Church, Garratt Lane, SW18 4EH and at times St Michael's Church, 71 Wimbledon Park Road, London SW18 5TT.

Salary

The post has a salary of £12,000 (£30,000 FTE) per annum.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

14 hours per week, including evenings and weekends where necessary. There is the possibility of term time only plus 2 weeks in the holidays.

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service.

The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Cycle to Work Scheme

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Employee Assistance Programme

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months' notice.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The Diocese of Southwark serves...

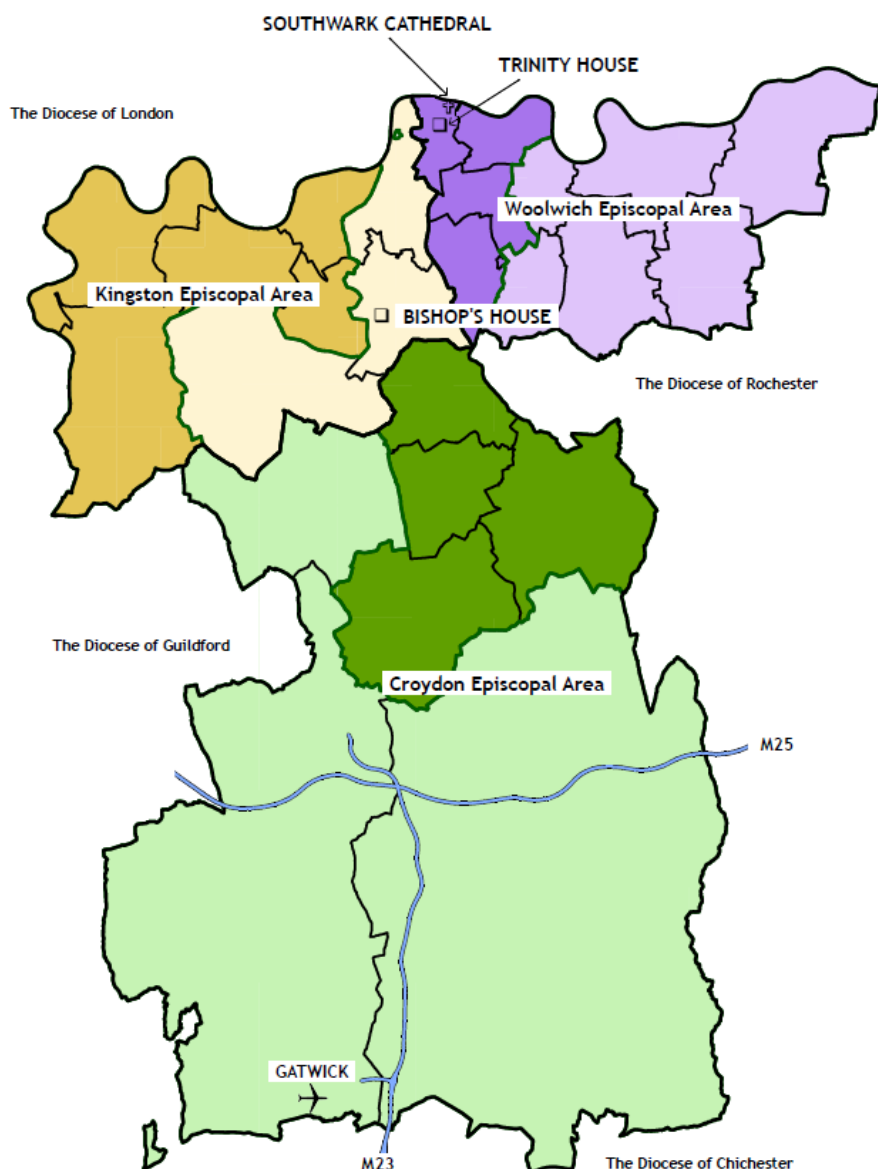


2.9 million people

in the **16** local authorities of South London and East Surrey

through **356** places of worship – a church of England presence in every community

and **103** church schools educating more than **37,000** young people



The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

SOUTHWARK VISION 2024 – 2035

Christ Centred | Outward Focused

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways.

Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

Our priorities are:



Parishes

We value all our parishes and are committed to enabling and serving them, so they can minister to the whole people of God in their local context.



Ministry

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced and well-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.



Growth

We will grow our existing churches, including revitalisation initiatives, and establish new worshipping communities. We want to see our Diocese surpassing pre-pandemic levels of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.



Youth & Diversity

We are committed to becoming a younger, more diverse Diocese. We wish to see our churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.



Deepening our discipleship

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.



Healing

We will seek God's healing for our communities and our world. Christ's call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.



The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Vision and priorities. These are known under the banner of ‘Lead, Enable, serve’ and are summarised in the table that follows below.

<p>DIOCESAN STAFF PURPOSE</p> <p>To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.</p>
<p>DIOCESAN STAFF AIMS</p> <ul style="list-style-type: none">• To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.• To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice.• To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.• To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.• To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.
<p>DIOCESAN STAFF VALUES</p> <ul style="list-style-type: none">• Effective Stewardship of resources• Collaborative Team Working• Respect for all• Transparent Accountability