



Children and Families' Outreach Worker (Part-Time – 10 hours a week)

ABOUT US

St John the Divine is the parish church of Elmswell in Suffolk. St John's is a friendly, evangelical, church and our goal is to know Christ and make him known as we serve our community. As a church family, we aim to:

- Demonstrate God's love to the world
- Declare the good news of Jesus Christ
- Depend on God as part of his family

We aim to be a church for all ages and this is reflected in how our services include a mix of contemporary worship songs and traditional hymns. Our services also emphasise our reliance on the Bible as the Word of God and our trust in the Holy Spirit. We are strongly committed to introducing and building people of all ages up in the Christian faith through Bible teaching, prayer, worship, discipleship, outreach events and friendship.

Our main service takes place on Sundays at 10:30am. Once a month, the service is a family-friendly service with all-age talk. During other weeks, we have a lovely Sunday School that meets during the service. We have various Bible studies during the week and occasional lady's brunches and men's breakfasts.

Pre-covid we also ran various other events to connect with, reach out to and bless the local community, including various fairs, family events and messy church. We would like to now rebuild this part of our work as well as building stronger links with the local school, nurseries and uniformed organisations.



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JOB DESCRIPTION

Job Title:	Children and Families' Worker
Location:	St John the Divine, Elmswell IP30 9DZ
Responsible to:	The Lay Employee will be employed by St John the Divine Elmswell PCC and will be under the supervision of Rev Peter Goodridge, Rector of St John the Divine, Elmswell
Responsible for:	<i>Children and Families Outreach</i>

Purpose and Objectives:

To develop and coordinate our families and children's outreach program, including the organisation of special events, throughout the year.

To plan and implement a summer messy church series, including the coordination of volunteers.

To build links with the local uniform organisations and the local primary school and to encourage them to attend and get involved with special church events and services.

To pray regularly for the children and families.

To share your faith enthusiastically, encouraging families to become more integrated with St John's and enabling them to investigate and deepen their faith.

MAIN RESPONSIBILITIES:

1. To plan, organise, and implement a Children and Families Outreach Ministry in a consultative process within the church, whilst evidencing consideration for the context, local community and Biblical priorities.
2. To help children and families to explore the Christian faith in a creative and dynamic way by enabling the provision of regular family and children outreach events and services.
3. To reintroduce a summer messy church or holiday club series, including the planning, recruitment of safeguarding compliant volunteers, invitations and publicity, in consultation with the Church leadership.
4. To build bridges with uniformed organisations, encouraging them to engage with special services and other events.



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5. To work with the primary school to enable students to investigate the Christian faith through visits to church and through initiatives such as Discover Advent and Experience Easter.
6. To work with the Rector and the Safeguarding Lead, to ensure compliance with the Churches' Policy on Safeguarding and creating a safe space for all.
7. To enable families and children to become disciples of Jesus Christ, through providing or enabling them to find opportunities to explore and deepen their faith (e.g. attendance at services, our seekers course etc).

OTHER RESPONSIBILITIES INCLUDE:

- Undertake appropriate training (provided).
- Attend Ministry Team meetings as required.
- Produce written reports about the Children and Families work in brief for PCC meetings, and as an annual review for the APCM.

MANAGEMENT

The successful candidate will have a line manager whose responsibilities will be to:

- Collaborate with the work you are doing.
- Equip and offer training and development.
- Work with you to encourage the church to respond to new challenges and opportunities in mission to children and families.
- Determine priorities for the work with children and families.
- Work with you to prepare your personal development plan.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate your progress on a regular basis (meetings will take place fortnightly).
- Be there to listen to any concerns you have and to help problem-solve where necessary.



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PERSON SPECIFICATION

These are the essential and desirable qualities we are looking for:

A: Application I: Interview R: Reference	How it will be Assessed	Essential / Desirable
Knowledge		
Knowledge of how children's and families' ministry work	A, I, R	E
An understanding of how to work best with volunteers	A, I, R	E
Familiarity with, and appreciation for, the work of the Church of England	A, I	E
Knowledge of the Safer Recruiting and Safeguarding requirements for volunteer and paid roles in line with Church of England guidance.	A, I	E
Skills & Qualifications		
Quick and keen learner	A, I	E
Good Verbal and Written Skills and able to communicate effectively with children and adults	I	E
Experience		
Experience of sharing faith with children and their families.	A, I, R	E
Experience of running successful children's activities and developing creative resources	A, I, R	E



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Experience of working with schools and/or community projects	A, I, R	E
Prayerful	A, I	E
Confidence in using technology (e.g powerpoint) and social media (e.g Facebook, Instagram, WhatsApp, etc)	A, I	D
Capacity to work without supervision and the ability to motivate volunteers	A, I	E
General Attributes		
Reliable, <i>Trustworthy</i> and can maintain discretion and confidentiality	R	E
A commitment to uphold current safeguarding legislation and best practice	A, I, R	E
A team player who will encourage and support others	A, I	E
Friendly and warm persona, with an ability to work with a diverse group of people	A, I	E
A demonstrable love of Christ	A, I	E
Good self-awareness and the ability to reflect	A, I	D
Sympathetic to the mission and ministry of our benefice	A, I	E



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GENERAL INFORMATION - TERMS AND CONDITIONS:

Terms of appointment:	Three Year Fixed Term Contract
Remuneration:	£16 per hour
Hours of work	10 hours (1.5 days per week) This will include some evenings and weekends, and regular attendance of Sunday services is essential, some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Expenses	All reasonable expenses will be reimbursed. These will need to be agreed with the line manager first.
Holiday entitlement	25 days pro-rata paid leave in addition to the usual public holidays plus Discretionary days (at Easter and Christmas)
DBS	Appointment will be subject to a satisfactory DBS clearance
References	Appointment will be subject to two satisfactory references
Probationary period	Appointment will be subject to the satisfactory completion of a six-month probationary period, during which time progress is regularly reviewed and the period may be extended
Notice period	During probation 2 weeks and thereafter 1 month
Place of Work	From home & St John's Church Elmswell
Start Date	December 2025
Transport	The candidate will need to be able to get to and from the church and the school within our parish. Should the postholder require the use of transport, they must provide evidence of insurance cover for business use. Mileage expenses, that are agreed beforehand with the line manager, will be met.
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
DBS requirement	<i>The appointment is subject to an unblemished enhanced DBS check in relation to the requirements of this role.</i>



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NOTES

The main duties and responsibilities of this new post are outlined in the job description. The list is not meant to be exhaustive and is likely to evolve. The line manager is responsible for reviewing and amending job descriptions annually, in consultation with the post-holder.

It is expected that the post holder would be a wholehearted worshipping member of the church and there is a genuine occupational requirement for the person to be a practicing Christian.

Continuing professional development will be offered, which will include occasional training sessions and external courses.

Go online for more information and application: <http://www.stjohnselmswell.org.uk/>

Deadline for applications:

22 November 2025

Interviews:

25 November 2025

Applications should be sent to:

**Rev Peter Goodridge
The Rectory, Church Road, Elmswell
Bury St Edmunds IP30 9DY**

Last Date Modified: 13 November 2025