## **Ponteland Methodist Church: Children & Families Worker**

## **APPLICATION PACK**

This Application Pack contains all that you need to apply for this new, part-time (20 hrs/week) position. Specifically, there is:

* A Job Description & Person Specification
* An Application Form
* An Equality & Diversity Monitoring Form (*Completion of this form is entirely voluntary; it forms no part of the selection process)*)
* A Brief History of the work of PMC with children and families

PMC is located at Bell Villas, Ponteland, Northumberland, NE20 9BE.

If you wish to make an application, please complete the application form and return it to my e-mail address below. The closing date for applications is **Friday August 16, 2024.**It is essential that every section of the application form is completed. Please read the job description and person specification carefully as these form the basis of our shortlisting process.

For details on how we use the information you provide during the course of a job application, please see our privacy notice which is available at: <https://www.methodist.org.uk/privacy-notice/> .

It is anticipated that shortlisted candidates will be notified as soon as possible after **Friday August 16, 2024**, and will be called to an interview that will take place on a weekday no later than **Friday September 6, 2024**. If any part of this period is inconvenient (other than the Bank Holiday), please let me know.

We will e-mail applicants who are not shortlisted. If you do not receive an e-mail notification by **Thursday August 22, 2024**, please feel free to contact me.

It is good to have your interest in this position and we look forward to receiving your application.

Peter Hindle

(Member of the PMC Leadership Team)

peter@familyhindle.net

07990 975490

## **Children and Families Worker**

## **Job Description & Person Specification**

**JOB DESCRIPTION**

**Job Title:** Children and Families Worker

**Location:** Ponteland Methodist Church, Bell Villas, Ponteland, Northumberland, NE20 9BE.

**Responsible to:** The Lay Employee will be employed by Ponteland Methodist Church and will be under the supervision of a lay member of the Church – Mrs. Isobel Hindle – who has been the leader of the team of some 20 volunteers who support Bouncy Church and Pizza Friday.

**Purpose and Objectives:**

To be responsible for the pastoral care and development of the work programme for children and families within the church in consultation with the church stewards, circuit stewards and the church leadership team.

To embrace principles and practices of participation in all strategic development of work with children and families and everyday practices.

To enable children and families to participate fully in the life of Church/Community.

**Main Responsibilities:**

1. To oversee and develop work with children and families in a consultative process within the church family and church leadership team.
2. To Lead and grow the children’s work in creative and fresh ways This will include:
* Coordinating and leading Bouncy Church (in conjunction with existing team)
* Coordinating and leading Pizza Friday (in conjunction with existing team)
* Gaining formal Church support (aided by the minister and support panel)
* Running promotional programmes
* Leading volunteer support
* Preparing Risk Assessments
* Managing finance (aided by the Treasurer)
* Ensuring that all safeguarding procedures are followed (aided by the church’s safeguarding officer)
1. To provide input and support on worship events involving young families as requested by the minister and other preachers.
2. To lead prayers and informal worship at children’s activities.
3. To maintain contact with and provide pastoral support to young families (supported by the church pastoral support leader). This can include:
* Family visits
* Telephone contact
* Social media
1. To reach out to families with children under about 12 in the local community encouraging them to join in the activities and aiding them in their journey of faith. This should include:
* Liaising with schools and pre-school groups
* Using social media
1. To liaise with the leaders of other PMC groups involving young families (currently Toddler Group and Boys Brigade & Girls Association) to ensure synergy of the relationships
2. Working to ensure a smooth transition for children into older youth activities.
3. To be an advocate for families and children in the wider life of the church, including attending leadership and decision-making meetings as required.
4. To become an integral part of the life of the church, thus being a role model for the families (adults and children).
5. To undertake any other related duties, identified by the minister as are within your capabilities and level of responsibility, in order to meet the needs of the church.
6. To recruit, support and encourage volunteer leaders.
7. Attend church meetings as required.
8. Produce written reports about the Children and Families work.

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| **Terms and Conditions** |
| * Terms of appointment: Fixed Term for three years.
* The salary will be: £12,480 - £15,445 depending on qualifications and experience.
* Normal working pattern:20 hours per week. Flexible with expected Tuesday evenings (Brigades), Thursday mornings (Toddler Group), a minimum 50% of Sunday morning attendance including Bouncy Church Sundays (the first Sunday of each month), Fusion Sundays (the third Sunday of each month) and monthly Pizza Friday (usually third Friday of the month).
* All reasonable expenses will be reimbursed and a small allowance given for on-going training.
* 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.
* Appointment will be subject to satisfactory references.
* Appointment will be subject to the satisfactory completion of a three-month probationary period.
* 14 days annual leave entitlement per year.
* At least one day free of responsibilities each week.
* Appointment will be subject to a satisfactory Enhanced with Barred Lists Disclosure & Debarring Service (DBS) disclosure.
* Opportunities for study and for training will be encouraged and offered as appropriate.
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**PERSON SPECIFICATION**

**Post: Children and Families Worker**

Based at Ponteland Methodist Church, in the Newcastle West Circuit.

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| **Attributes** | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications** | Nationally recognised qualification in Children’s, Youth or Community work or equivalent experience evidenced for the role. | Qualification in an aspect of training or adult education | Q |
|  |  | Professional qualification at degree level and/or membership of a professional body.  | Q |
|  |  | A recognised Biblical, theological or practical mission qualification | Q |
| **Proven Ability** | Proven ability of working with children and families in a paid or voluntary capacity  |  | A/I |
|  | Proven ability of undertaking and enabling consultation and participation of families  |  | A/I |
|  | Evidence of organising and leading families’ events  |  | A/I |
|  | Proven ability of networking and establishing working relationships/partnerships  |  | A/I |
|  | Proven ability of working with families from a diverse range of backgrounds and needs. |  | A/I |
| **Knowledge & Skills** | Understanding of the Church’s work with families. |  | A/I |
|  | Knowledge of Safeguarding and child protection procedures. |  | A/I |
|  | An awareness of the needs and issues affecting families today. | Good understanding of the national Occupational Standards pertaining to work with parents | A/I |
|  | Able to demonstrate awareness of and commitment to the participation of families in the life of the church. |  | A/I |
| **Special Qualities or Aptitudes** | Have a personal Christian faith and active in a church community. |  | A/I |
|  | Ability to work on your own and as part of a team |  | A/I |
|  | Ability to organise yourself in order to manage your workload efficiently  |  | A/I |
|  | Ability to establish positive and productive relationships with families |  | A/I |

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|  | Ability to recognise and develop the gifts of others and foster an environment of participation of families  |  | A/I |
|  | The ability to plan and deliver activities that are underpinned by principles of participation and spiritual exploration leading to faith formation.  |  | A/I |
|  | Ability to recruit, train and supervise a team of volunteers/ sessional children and youth workers  |  | A/I |
|  | Computer skills to use a variety of packages to input and retrieve information  |  | A/I |
|  | Ability to communicate orally with a range of different audiences (children, young people and adults, professionals, church members etc) |  | A/I |
| **Any Other Requirements** | This post holds a genuine occupational requirement for the post holder to be a Christian. | Able to lead Worship | A/I |
|  | Satisfactory DBS clearance. |  | Q |

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)

Candidates who are invited to interview will be asked to give a short (5-6 minutes max.), illustrated, mock talk to an imaginary group of children (5-10 yrs.) with parents/carers. The candidate can use any topic of their choosing and can indicate the nature of the event. Projection equipment will be available.

## **APPLICATION FORM**

**Please read these notes carefully before you complete the application form.**

**Thank you for expressing interest for the post of Children & Families Worker in Ponteland Methodist Church. These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.** **We look forward to receiving your application.**

* You should also have received a copy of the job description and person specification document. This describes to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the document and consider what experience you have that would equip you for this post.
* We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
* Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
* Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
* Your personal information will be removed and will not be submitted to the interviewing panel.
* Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment or a tutor if you are currently in education.

**Data protection statement**

* *The information that you provide on this form will be used to process your application for employment. We process this information in line with our privacy policy* [*https://www.methodist.org.uk/privacy-notice/*](https://www.methodist.org.uk/privacy-notice/) *.*
* *If you succeed in your application for employment, the information will be used in the administration of your employment with us.*
* *By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our privacy policy* [*https://www.methodist.org.uk/privacy-notice/*](https://www.methodist.org.uk/privacy-notice/) *.*

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| **1. PERSONAL DETAILS – CONFIDENTIAL**  |
| **This will be held by Peter Hindle, a member of Ponteland Methodist Church, before circulating the application form for shortlisting.**  |
| **Post applied for:**  | **Children & Families Worker** |
| **Where did you hear about the post?** |  |
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| **Title:**  |       |
| **Surname:** (Block letters)  |  |
| **First names:**  |  |
| **Address:** (Block letters)  |       |
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|       |
| **Post Code:** |       |
| **Telephone number:**  | Home:  |       |
| Daytime:  |       |
| Mobile:  |  |
| **E-mail address:**  |  |
| **National Insurance Number:** |  |
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| **WORK PERMIT\*:** Please be aware that under Sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 ([Immigration, Asylum and Nationality Act 2006 (legislation.gov.uk)](https://www.legislation.gov.uk/ukpga/2006/13/crossheading/employment), it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the District/Circuit/Church can confirm any offer of appointment e.g. Passport or birth certificate.Are there any restrictions on your right to work in the UK? Yes [ ]  No [ ] If yes, please state restrictions and the expiry date of any permissions.       |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974?[ ]  Yes [ ]  NoIf yes, please supply further details:  |
| **EQUAL OPPORTUNITIES**: In order to assist us to monitor and evaluate the delivery of our vision for diversity and equality, we would appreciate it if you will complete the enclosed equality and diversity monitoring form. The information provided will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated. |

## **APPLICATION FORM**

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| Applicant To Complete |
| **FULL NAME** |       |
| **POST TITLE** | Children & Families Worker  |
| **Methodist Church/Circuit** | Ponteland Methodist Church |
| **Circuit No. (if known)** | 20/3 |
| **DISTRICT** | Newcastle upon Tyne |
| **Closing Date** | August 16, 2024 |
| **Please return the completed form to:** | **Peter Hindle****e-mail:** [**peter@familyhindle.net**](../peter%40familyhindle.net)**Telephone:** 07990 975490 |

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| **For Office Use Only** |
| **Date Received** |  |
| **Application No** |  |
| **Special needs at Interview** |  |
| **Shortlisted** | Yes [ ]  No [ ]  |
| **Appointed** | Yes [ ]  No [ ]  |

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| 1. **EMPLOYMENT HISTORY**

List all employers starting with your present or most recent first. Please account for any gaps in employment.  |
| **Name and Address of Employer** | **Position Held and Brief Description of Duties**  | **From To****Month/Year** | **Reason for Leaving** |
|       |       |       |       |
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|  Please note here any employment that you would continue with if you were successful in obtaining this role. |

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| 1. **EDUCATION AND TRAINING**

Please look at the **Essential** **and** **Desirable** requirements in the Person Specification and list details of any **Education and Training**, which you consider to be relevant. Please be precise about awarding bodies, grades, types of membership and dates. |
| **Qualification**  | **Date Obtained**  | **Grade and Membership Number (if applicable)** |
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| **3. Proven Abilities**Please use this section to demonstrate how you feel you meet the **Essential and Desirable** requirements of the Proven Abilities section of the Person Specification.  |
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| **4. Special Knowledge & Skills**Please use this section to demonstrate how you feel you meet the **Essential and Desirable** requirements of the Special Knowledge and Skills section of the Person Specification.  |
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| **5. Any Other Requirements**Please use this section to demonstrate how you feel you meet the **Essential and Desirable** requirements of the Any Other Requirements section of the Person Specification.  |
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| 1. **Additional Information**

**You are welcome to give additional information, which may be entered, in the space below.** |
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| 1. **REFERENCES**

Please give the names, postal & email addresses, and telephone numbers of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer and may include your minister if relevant.  |
| **1.** |
| **Name**: |       |
| **Position**: |       |
| **Organisation****Name and Address**: |       |
| **Email**: |       |
| **Telephone**: |       |
| **2.** |
| **Name:**  |       |
| **Position:** |       |
| **Organisation Name and Address:** |       |
| **Email:**  |       |
| **Telephone:**  |       |
| **3.** |
| **Name:**  |       |
| **Position:** |       |
| **Organisation** **Name and Address:** |       |
| **Email:**  |       |
| **Telephone:**  |       |
| We will approach referees only of the person to whom the post is offered. **I give\*/do not give\* my consent to references being sought in conjunction with my application for employment.**\*(delete as appropriate) |
| 1. **I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment. I understand that any offer of employment is subject to Ponteland Methodist Church being satisfied with the results of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).**

Signature:                           Date:                           |

## **Ponteland Methodist Church**

## **Equality and Diversity Monitoring Form**

**Information for the Applicant**

Ponteland Methodist Church aims to have a workforce that reflects the diversity of talent, abilities and skills of our communities. This means that in line with the Equality Act 2010, we will monitor the composition of our workforce to ensure that it is representative and that all staff is treated equally and fairly.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes.

There is no obligation on you to provide information. All applicants will be treated the same whether or not they provide this information. Thank you for your assistance.

The information you provide will be held in the strictest confidence and adhere to the provisions of the Data Protection Act 2018. The Methodist Church is committed to protecting the privacy and security of your personal data.

For further information please refer to our Privacy Notice which can be viewed here:

<https://www.methodist.org.uk/privacy-notice/>

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| **Name (optional):** |       |
| **Job Ref:** | N/A |
| **Post applied for :** | Children & Families Worker |

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| **Age** |
| Please state your age (number of years):       |

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| **Gender Identity**What is your gender identity?  |
| [ ]  Male  | [ ]  Female | [ ]  Non binary | [ ]  Prefer not to say |
| [ ]  I prefer to describe my gender in another way. *Please state your preferred self-description of your gender here:*       |
| Is your gender identity the same as assigned to you at birth?[ ]  Male [ ]  Female [ ]  Prefer not to say |

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| **Ethnicity**I would describe myself as: |
| *Asian or**Asian British* | [ ]  | Bangladeshi | *Black or**Black British* | [ ]  | African |
| [ ]  | Indian | [ ]  | Caribbean |
| [ ]  | Pakistani | [ ]  |  Black British |
| [ ]  | Chinese | Any other Black/African/Caribbean background, please describe:       |
| [ ]  | Any other Asian background, please describe:       | *Mixed/Multiple Ethnic Groups* | [ ]  | White & Asian |
| [ ]  | White & Black African |
|  | [ ]  | White & Black Caribbean |
|  Any other Mixed/ Multiple ethnic background, please describe:       |
| *White* | [ ]  | British | *Other ethnic group* | [ ]  | Arab |
| [ ]  | Irish |
| [ ]  | Gypsy or Irish Traveller | Any other ethnic group, please describe:      |
| Any other White background, please describe:       |
| [ ]  Please tick this box if the category in which you would closely associate yourself is not given above, and optionally, also tell us how you would describe yourself:       |

| **Nationality** |
| --- |
| Country of origin/Nationality/Country you most associate yourself with.I would describe my nationality as:       |

| **Religion or Belief**Which category best describes your religion or belief?  |
| --- |
| [ ]  Baha’i | [ ]  Buddhist | [ ]  Christian | [ ]  Hindu | [ ]  Jewish |
| [ ]  No Religion | [ ]  Muslim | [ ]  Sikh | [ ]  Jain | [ ]  Prefer not to say |
| [ ]  Other (please specify)       |

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| **Sexual Orientation:**Which of the following options best describes your sexual orientation?  |
| [ ]  Heterosexual/Straight  | [ ]  Bisexual | [ ]  Prefer not to say |
| [ ]  Gay man | [ ]  Gay woman/ lesbian | [ ]  If other, please specify:       |

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| **Disability:** |
| The Equality Act 2010 defines disability as *"a physical or mental impairment which has a substantial & long-term effect on a person’s ability to carry out normal day to day activities".*An effect is long-term if it has lasted, or is likely to last, over 12 months.Do you consider that you have a disability under the Equality Act definition?  |
|   | [ ]  Yes\* | [ ]  No | [ ]  Prefer not to say |
| \*If Yes, please indicate the nature of your disability below:-

|  |  |  |  |
| --- | --- | --- | --- |
| Mobility/Manual Dexterity | [ ]  | Mental Health /  | [ ]  |
| Long-term medical condition or illness  | [ ]  | Cognitive Impairment | [ ]  |
| Visual Impairment | [ ]  | Dyslexia | [ ]  |
| Hearing Impairment | [ ]  |  |  |
| [ ]  Please tick this box if the category in which you would closely associate yourself is not given above, and optionally also tell us how you would describe yourself:       |

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| \*If Yes, please advise of any reasonable adjustments you require for the purposes of the recruitment exercise:       |

Thank you for assisting us by completing the Questionnaire

## **PONTELAND METHODIST CHURCH**

## **SUPPORTING FAMILIES: BRIEF HISTORY**

Until the late 1990s, Ponteland Methodist Church (PMC) had a very positive reputation for its work with families with children up to the end of school. By the early 2000s, little remained except a weekly Toddlers’ Group and the Boys and Girls Brigades. These remain, although, because of a lack of leaders, the Girls Brigade has merged into the Boys Brigade & Girls association.

Various attempts have been made to re-kindle the wider work but with limited success. With hindsight the challenge of using new ways of inter-acting with young families in order to fit with their needs and life-styles was not sufficiently appreciated.

During covid, PMC and its sister churches in the Newcastle West Methodist Circuit produced weekly on-line services (You Tube) which were a success. They were non-traditional in many ways. It can be argued that as we emerged from covid there was a greater openness to change.

One Sunday morning in April 2022, two elderly members of PMC, attended the first-ever birthday party for their 4 yrs. old grandson in a local village hall. Towards the end of the party, they asked themselves, “Why can’t Sunday morning at PMC be as attractive to young families as this party?” They concluded that what was needed was to make Sunday morning worship as much fun as the birthday party.

In prayerful consultation across the PMC congregation, it was decided to serve breakfast, have a bouncy castle provide crafts relevant to the theme of the worship and use wide-spread advertising including banners and local council notice boards plus flyers to schools and toddler groups (including PMC’s own weekly activity). Thus was born “Bouncy Church” which has happened on the 1st Sunday of every month from 09.00 to 11.30 (but come and go as suites you) since September 2022. There are two worship services in a café-style set-up. The shorter (20 mins.) is focused on young children with a nod to parents; the longer (30-40 mins.) is focused on adults (especially the prior-existing, largely elderly congregation) but could easily include teens and pre-teens once we learn how to attract them. To ensure we are inclusive, everything is provided free but there is a possibility to donate, especially using a contactless card.

Since September 2022 some 60 families have attended, most more than once. (Contact is maintained through regular e-mails and a Facebook page run by 2 of the mothers; wider social media is envisaged). Typical attendance is 14-18 young families which means around 30 children up to about 10 yrs. old.

In June 2023 we started “Pizza Friday” (again, monthly) to help build relationships between the existing congregation and the young families. We see this as a crucial step in engaging in faith discussions. The event runs from 5.00 to 7.00 p.m. (but come and go as suites). Attendees prepare their own pizza and have it cooked, games for children are available, there is a 5-10 mins. worship mid-evening. Attendance is about 15 families; 3-4 dozen pizzas are cooked. Everything is free but there is the possibility to donate.

A team of about 20 volunteers from the congregation (almost all of pensionable age, including the team leader) make “Bouncy Church” and “Pizza Friday” happen. They do everything from setting up the rooms (supporting the caretaker) and preparing the food through greeting and interacting with the families to washing up and clearing the rooms.

The Children & Families Worker is needed to take over the Team Leadership of “Bouncy Church” and “Pizza Friday”, building them and strengthening relationships with the families, embracing them in the love of God and helping them to discover the length, breadth, hight and depth of God’s love for them.

The vision is that all Sunday morning worship (and likely on other days at other times) will be inter-generational. What this will look like is an open question. The Children & Families Worker can help with this development directly, as well as indirectly by freeing up some resource to enable the church to develop its out-reach to teens and adults (especially lonely adults). Currently “Bouncy Church” and “Pizza Friday” are about fully funded as activities by donations. With the Children & Families Worker (fully funded for 3 years), we need to see growth in people numbers and total donations such that significant contributions are made to staff and building operations costs.