



# The Methodist Church

## CHILDREN, YOUTH AND FAMILIES WORKER (CYFW)

### JOB DESCRIPTION

**The successful candidate will support the churches' mission of sharing the good news of Jesus Christ with all, particularly children and young people at Putney Methodist Church and Roehampton Methodist Church.**

### Key terms and conditions

<b>Terms of appointment</b>	Fixed three-year term until 31 <sup>st</sup> August, 2024 (if appointment starts on 1 <sup>st</sup> September, 2021).
<b>Location</b>	The person will be based at Putney Methodist Church (SW15 6SN) and Roehampton Methodist Church (SW15 4EB) in South West London.
<b>Remuneration</b>	The salary will be £25-28,000 <i>per annum</i> , depending on experience, plus pension contribution of 6%. (Salary will be reviewed annually to take account of inflation.)
<b>Hours of work</b>	36 hours per week. The employee will be expected to work regularly on Sundays and in the evenings, and occasionally on Saturdays. At least one day each week free of all duties.
<b>Expenses</b>	Travel and incidental expenses will be reimbursed. These will need to be agreed with the line manager first.
<b>Holiday entitlement</b>	32 days statutory annual leave entitlement per year (including eight bank holidays). Leave will need to be agreed in advance.
<b>Clearance</b>	Appointment subject to satisfactory DBS clearance and references.
<b>Probationary period</b>	Appointment will be subject to the satisfactory completion of a three-month probationary period.

**There is a Genuine Occupational Requirement that the post holder is a Christian and is happy to worship in our Methodist context. We are an equal opportunities employer.**

## **Background**

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After a period of prayerful discernment, Putney and Roehampton Methodist Churches have decided to work together and employ a full-time CYFW to co-ordinate and lead their work with children, young people and families. The two churches are both located in the London borough of Wandsworth, are both part of the Richmond & Hounslow Methodist Circuit, and both share ministers (Rev'd Geoffrey Farrar and Deacon Kathy Johnson). However, their contexts are quite different.

Putney Methodist Church is a vibrant community, which until recently had a small but enthusiastic Sunday School. It has excellent facilities in a prominent location. Putney is an affluent part of London but the congregation comes from a diverse background. They have never employed someone to help with their young people's work but now recognise the need for someone to help provide leadership and consistency in this important area of ministry. There are a number of local opportunities to be exploited.

Roehampton Methodist Church, by contrast, is positioned in the heart of one of the most deprived housing estates in London. It has a tiny Sunday congregation but the church is a real centre for community life and has an excellent working relationship with its ecumenical partner, Holy Trinity Roehampton. (Together, they form the 'Ecumenical Parish'.) For several years, the Circuit has supported a vibrant children's club here on Tuesday nights and outreach work with local schools. With continued financial support, the Church is now hoping to continue and expand this work in new and exciting ways.

In both cases, COVID has had a fairly devastating impact on our youth work. The current Circuit Youth Leader has worked very hard to maintain contact with young people, especially those attending the club in Roehampton, but it has inevitably been hard. The new CYFW will need to be willing and able to accept the challenge of rebuilding this work, after the impact of the pandemic lessons.

## **Key responsibilities**

1. Co-ordinating and overseeing the churches' work with children and young people, particularly the Sunday School at Putney and the Tuesday night children's club at Roehampton, and school's work in both locations, in a consultative manner.
2. Providing appropriate pastoral support for families associated with the churches.
3. Developing new means of outreach with other members of the churches and circuit staff, such as Messy Church or toddler group, and inspiring fresh thinking about children's and youth work.
4. Helping to strengthen the relationship with Holy Trinity Anglican Church in the ecumenical parish of Roehampton.
5. Bringing fresh ideas to help children, youth and families to explore the Christian faith in a creative and dynamic way.

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6. Supporting families associated with the church pastorally, identifying collaboratively with them their needs to help the churches to respond appropriately (e.g. parenting classes, support groups, etc.).
  7. Developing actively an appropriate online presence for the churches' work with children and families to raise local awareness, having due regard for the Methodist Church's *Social Media: Guidance for Workers* policy.
  8. Supporting and encouraging volunteer leaders for activities with children and families.
  9. Working with the Ministers and Circuit and District Safeguarding Officers to ensure compliance with the Churches' Policy on Safeguarding and creating a safe space for all and undertaking the required Safeguarding training.
  10. Undergoing appropriate skills training, as agreed with the Minister and management group.
  11. Managing budgets as required by the churches.
  12. Attending church meetings as required and producing regular written reports about the Children, Youth and Families work.

This list of duties listed is not exhaustive, and the post holder may be expected to undertake other related activities in consultation with the ministers as are within their competencies and level of responsibility.

## **Management**

The post holder will be line managed on a day-to-day basis by the minister with pastoral charge of the two above churches, currently Rev'd Geoffrey Farrar. The line manager will be assisted by a management committee, consisting of two or three representatives of the churches. They will also work alongside other members of the churches, and other lay and ordained members of staff, notably the Deacon working on the Alton Estate.

## **To apply**

Please send a covering letter and CV to Rev'd Geoffrey Farrar on [geoffrey.farrar@methodist.org.uk](mailto:geoffrey.farrar@methodist.org.uk) / 020 8789 9722. You may also contact him with any questions you may have, or Deacon Kathy Johnson: [deaconkathy.johnson@methodist.org.uk](mailto:deaconkathy.johnson@methodist.org.uk) / 07870 499554.

**Closing date for applications:** Monday, 12 April.

**Interviews:** week commencing Monday, 26 April.

**Commence employment:** Wednesday, 1 September (ideally)

## Person Specification

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### **Essential**

- nationally recognised qualification in Children's, Youth or Community work or equivalent experience evidenced for the role;
- proven ability of working with children and families in a paid or voluntary capacity;
- knowledge and appreciation of importance of Safeguarding and child protection procedures;
- an awareness of the needs and issues affecting families today;
- IT literate and confident using social media and websites;
- have a strong, lived out Christian faith and commitment to the Gospel;
- ability to work on your own and as part of a team;
- ability to establish positive and productive relationships with families;
- ability to recognise and develop the gifts of others and foster an environment of participation of families;
- ability to plan and deliver activities, where appropriate, that facilitate spiritual exploration and allow faith formation;
- effective communicator with a range of different audiences (children, young people and adults, professionals, church members, etc.).

### **Desirable**

- qualification in an aspect of training or adult education;
- professional qualification at degree level or membership of a professional body;
- a recognised Biblical, theological or practical mission qualification;
- proven ability of training adults;
- proven ability of maintaining working relationships/partnerships with people from a diverse range of backgrounds;
- proven ability of undertaking and enabling consultation with families;
- musical skills, ideally ability to play a musical instrument and lead singing;
- experience of working in a school environment;
- evidence of organising events;
- able to lead worship;
- other relevant qualifications (first aid, handling challenging behaviour, etc.);
- car driver.