



## Windsor Baptist Church

### Job Description for the post of Children's & Family Worker

Title: **Children's & Family Worker**

Reports to: **Youth Pastor, on behalf of WBC Office-bearers**

Hours of work: **Part Time - Job Share - 15 hours per week**

***NOTE: This job description is under a job-share arrangement with the successful applicant expected to work alongside an existing worker for 15 hours per week.***

Length of contract: **Permanent (subject to a 6-month probationary period)**

Terms & Conditions: **£26,000 - £28,000 pro-rata and based on experience**

#### CONTEXT

In 2018 we appointed a Children's Worker to bring greater leadership and vision to the existing ministry with a clear focus on 0-11s and their families.

Over the last 6 years, we have seen much change within Windsor (a growing church family, development of an online ministry, settling into a new building and welcoming 30+ nationalities through our doors to name a few) and we have been richly blessed by our Children's Worker's faithful and humble service as families are welcomed, cared for and disciplined in the way of Jesus.

To fulfil the demands of this job description we are operating a job-share arrangement, with one-half of the job share already filled. We are now seeking to appoint someone to fill the second half (15 hours) who demonstrates an openness to God, a passion for *children's ministry* and the skills/experience to invest in and further develop this growing ministry among our 0-11s and their families.

The responsibilities will be discussed and agreed with the successful applicants before starting the post.

## PURPOSE OF ROLE

**To co-lead 0 – 11 year olds into a growing relationship with Jesus, through partnering with parents, enabled by our church family living out the Gospel.**

NOTE: There is a genuine occupational requirement that the post-holder is a Christian. The post is subject to an Enhanced Access NI disclosure and References.

## KEY AREAS OF RESPONSIBILITY

### LEADING

- to develop, communicate and implement a vision and strategy for Windsor Kids (0-11s) that complements and aligns with the vision for Windsor Youth (11-18s).
- to work closely with the youth pastor, wider staff team and point leaders to ensure effective communication, coordination and continuity of ministry with 0-18s and their families.
- to play an active role in the staff team and life of the church (specifically through a gathering, a group, a team and prayer), contributing to and developing all-age worship/formation.

### CONNECTING

- to relate well with families, team members and our wider church family - representing the needs & challenges of family life and helping foster a sense of belonging and togetherness.
- to work with staff, team members and parents to support 0-11s and their families, especially around key transitions in their journey.
- to provide and/or signpost to appropriate care, when required.
- to proactively foster our relationship with Fane Street Primary School.
- to foster our relationship with Baptist Youth.

### DISCIPLING

- to take a lead in discipling children (0-11s only).
- to coordinate a team of point leaders to develop and deliver ministry across the various programmes.
- to work with our Community Worker to better understand and meet the intercultural needs of families.
- to provide a catalyst for outreach in the communities served by Windsor, particularly around Christmas, Easter and Summer.

### EQUIPPING

- to build, resource, train and support teams to effectively deliver ministry.
- to ensure all Access NI checks and necessary training is completed by all serving within Windsor Kids (with the support of the Church Safeguarding Officer).

- to provide opportunities for parents to be equipped for family discipleship.
- to be responsible for ongoing personal development, study and growth.

## MANAGING

- to develop and work within an agreed budget.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	5 x GCSEs (or equivalent) at Grade C or above	Third level qualification  Qualification relevant to the role – e.g theology, primary teaching
<b>Experience and knowledge</b>	Two years experience, in a paid or voluntary capacity, in children's work (0-11s) in a church context, showing a pastoral heart and passion for children's ministry  Demonstrates a clear understanding of and commitment to the needs of children (0-11s) and their families  Experience in leading, training and developing people within a church context  Experience in providing pastoral care to children (0-11s) and their families  Experience of managing a budget	Experience of starting and/or point leading a ministry in a church or para-church setting  Experience leading a children's small group (0-11s)  Experience in coordinating events involving 100+ people  Experience of building and maintaining relationships with other agencies – e.g schools  Experience of living in a different country or working with people from different countries and cultures
<b>Skills</b>	Excellent communication, organisational and prioritisation skills  Strategic thinker with a clear vision  Able to work on own initiative, while working at part of a leadership team to inspire, equip and lead others.  Able to teach & engage children (0-11s)  Able to relate to people from a diverse range of backgrounds  Pastoral skills	Online communication skills, including social media  Experience of designing graphics and/or resources

<b>Personal / character</b>	Evangelical Christian commitment Demonstrates a growing faith in Jesus and dependence on the Holy Spirit Agree with the doctrinal beliefs of the church and a willingness to work within the ethos of the church (see Our Church Constitution) Views the role as a calling	Willing to live within an 10 mile radius of the church Supported by a Spiritual mentor
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*No applicant will be shortlisted for an interview unless the application form clearly demonstrates that they meet **all** the essential criteria. Windsor Baptist Church reserves the right to shortlist applicants for interview based on the essential criteria only or on the essential and desirable criteria.*

## PERSONAL DEVELOPMENT

An openness and commitment to grow in knowledge and competency is important. The post-holder would be expected (and released) to engage in appropriate training through courses, conferences and in particular, theological study.

## SESSIONS

15 hours broken into 3-hour sessions, gives 5 sessions to be worked per week.

The post-holder may need to use 1 session on a Tuesday morning (staff meeting); 1 session on a Thursday morning (Parent & Toddler Group) or 1 session on a Friday evening (Friday Night Shine) and 1 session on a Sunday morning.

The exact arrangement of sessions is to be agreed upon after the appointment.

Any other part-time job needs to be compatible with this post.

### **APPLICATION DEADLINE**

**Please submit a completed application form (saved to PDF format) to:  
office@windsorbaptist.org by Friday 30 May 2025, 5.00pm.**

**No extensions will be offered.**

**Any applications received after this deadline will not be accepted.**

If you wish to post a hard copy, please do so well in advance to arrive by the deadline.  
using the postal address: *FAO JOB APPLICATIONS — The Majestic, the home of Windsor  
Baptist Church, 208-212 Lisburn Road, Belfast BT9 6GD*

### **INTERVIEWS**

All shortlisted applicants will be invited for an interview  
on **Thursday 5 June 2025** in the evening.