**Job Description: Pastoral Assistant**

**Role Description**

The Chapel wishes to employ a Part-time Pastoral Assistant (PA), whose work would be focused on three key areas: (i) helping with our Sunday School Provision (Sunday Club); (ii) helping with our new monthly Family Services; (iii.) helping with our ministry to couples. The work would largely take place on Sundays. This position would be ideal for a student, and in general for anyone who has a vocation to work with children, young people and young adults.

**1.) Sunday Club**

We currently have a Sunday Club which is run by priests and parents, and in the past has been run by paid tutors. The PA would help to run the club with the existing support from priests and parents. Our vision is one of collective responsibility and the involvement of a range of people. The Sunday Club runs 11am – 12.15/30pm on a Sunday morning, apart from one Sunday per month when there is a Family Service. The PA would also participate in a review with the Priest-in-Charge, to assess how best to make provision for the various age-ranges. For example, we might conclude, that we need to set up a small youth group, this would provide more paid work for the PA.

**2.) Family Service**

We began a Family Service, inspired by “Messy Church” last term, and aimed at younger families who come to the Chapel to baptise their children. The PA will help co-lead and support this monthly service.

**3.) Our Ministry to Couples**

The Chapel is a sought-after place to be married and we have a strong ministry of marriage preparation and ministry to couples both before and after marriage. The PA will support this ministry.

**Hours & Timetable**

We are looking for someone who can show some flexibility of hours on Sundays.

The fixed commitment would be on Sunday for three Sundays in a month: 10.45am – 12.45pm (2 hours) (Sunday School).

The Family Service takes place on one Sunday per month, when there is no Sunday Club, and is between 2.30 – 4pm, but you would be paid between 1.30pm – 4.30pm (3 hours).

In other words, in an average month during term-time, there would be no less than 11 hours of work and there may be more.

You would also be paid for two termly planning meetings of one hour duration.

You would also be paid for 6 hours of administration/communications per term.

In addition, there would be the support for ministry to couples, which is at present occasional, but likely to occur two or three times a term mainly on a Sunday.

**Essential tasks require of any candidate**

* To grow the Christian faith among the children, through a range of activities and a recognition of the importance of the bonds of relationships and the place of enjoyment.
* To keep good records of attendance/allergies/medical conditions/ special educational needs and records of parental contacts /permissions in line with GDPR and to communicate via email/ WhatsApp regularly with parents.
* Implement Safeguarding Policy in relation to the Sunday Club (SC) and Family Service, and be willing to promote Safeguarding amongst Sunday Club volunteers.
* To participate with Priest-in-Charge and Sunday Club Co-ordinator in a review of how the Sunday Club could develop in terms of a.) its outreach, b.) the possibility of breaking the SC into younger and older group, c.) helping to develop a strategy for children who reach their teenage years.
* Be willing to support the training of volunteers (for which you would be reimbursed) and accept that volunteers will run encouraged to run classes.
* To accept and to be open to the participation of the priests of the Chapel in the SC when time allows, and to work towards an integrated relationship with the “adult” worship in the Sunday Service.
* To prepare the SC for participation in Services throughout the year, usually twice a term, in which the SC will lead aspects of worship, e.g. conduct readings, prayers, perform a play or engage with an “All-Age Sermon”.
* To keep an up-to-date database of families for our monthly Family Service and to ensure weekly communication with them.
* To participate in the planning and preparation for the Family service with the priests and parents.
* To participate in a termly planning meeting with PiC and parents or other volunteers.
* To support the ministry with couples on an occasional basis.
* To keep a database and mail out to couples.

**Essential skills & qualities of the candidate:**

i.) A love of children and young people.

ii.) A knowledge of and commitment to the Christian faith.

iii.) A willingness to teach and communicate that faith.

iv.) Experience of children's work/ teaching. If without experience of children's work in a Christian context, the willingness to learn and throw oneself into the experience, while seeking advice and support from suitable sources (see below), including how to plan sessions and programmes of work

v.) The ability to work alongside and collaborate with the Priest-in-Charge and Assistant Priest of the Chapel, the Sunday Club Co-ordinator/ the Chapel Safeguarding Officer and parents/volunteers, to work in a team and accept structures of authority and accountability within that team. A willingness to share the ministry to children with others who could contribute is essential to our vision for ministry to children.

vi.) The skill to be able to plan and execute sessions that cater for a wide age-range within a small group of children.

vii.) A recognition of the importance of Safeguarding and a willingness to abide by the Chapel’s Safeguarding Policy, implement that policy and help promote a safeguarding culture with all parents/volunteers involved in the Sunday Club.

viii.) An awareness of pedagogical differentiation and a flexibility to be able to teach a mixed age group.

xi.) A pastoral heart: an interest in people and a desire to support them in their faith journey, during the adventure from childhood, through to teenage years and young adulthood.

**Terms & Conditions of Employment:**

We commit to pay £13-15 per hour (any preparation not covered in the planning and administrative work covered below is included in that hourly rate), depending on experience, two paid meetings of one hour per term, and six hours of administrative work per term.

The PA would be on a fixed-term, part-time contract from around October 30th 2021 until 17th July 2022, with the possibility of renewing for a further year.

There would be a probation period of two months.

**Application:**

Please apply by covering letter and CV by **Friday, 1st September**, sent to:

Email: richard.fermer@grosvenorchapel.org.uk

Subject: “Post of Pastoral Assistant”

Mail: “Post of Pastoral Assistant”, Grosvenor Chapel, 24 South Audley Street, W1K 2PA.

The letter should set out your suitability for the post in relation to the “Essential tasks, skills and qualities” provided above.

Names and contact details of two referees should be given.

Interview will take place on **Sunday 3rd October from 1pm**.

*Appointment would be subject to a full DBS check, the completion of the Confidential Declaration Form. There is a genuine occupational requirement for applicants to be Christians and at least in sympathy with the teachings of the Church of England.*