**Church of Ireland Board for Ministry with Children and Families (MCF)**

**Staffing Requirements Briefing Paper**

**Role required**

Development Officer - Full time

**Job Description for Ministry with Children and Families Development Officer**

Three year fixed term contract – probationary period of six months. The Board will appoint a subgroup to review the work of the Development Officer within the probationary period.

The Development Officer will be provided with office space in both Dublin and Belfast (the role will involve travel across Ireland).

Line manager - Secretary to the Board.

Reporting to and directed by the Board.

**Principal Duties:**

 ***Strategic Planning***

* Implement the three year strategy under the direction of the Board.
* Work closely with dioceses to enable them to produce a three-year plan for ministry with children and families in each diocese.

***Training***

* Provide or facilitate high quality training for Church of Ireland bishops, clergy, staff, volunteers, and others.

***Resourcing***

* Identify, distribute and promote relevant resources to support ministry with children and families in parishes across the Church of Ireland. Assist with the creation of resources as required.
* Support diocesan children’s officers through networking, resourcing, training and ensuring provision of opportunities for professional development and spiritual reflection.
* Support and resource families.
* Support and develop faith formation within the home and in an intergenerational context.
* Support and develop an inclusive and intergenerational approach to discipleship, being particularly cognisant of those with additional needs and their families.

***Communication***

* Develop effective communications, including ensuring the development and management of a database of volunteers and staff in dioceses and parishes who work in ministry with children and families.
* Develop the Ministry with Children and Families section of the Church of Ireland website.
* May represent the Church of Ireland at the Children’s Ministry Network for UK and Ireland.

***Advice***

* Be a source of advice for bishops, clergy, staff and volunteers on a range of matters relevant to ministry with children and families.
* Adhere to the Safeguarding polices of the Church of Ireland.

***Advocacy***

* Advocate on behalf of Ministry with Children and Families within the Church of Ireland and beyond as appropriate.
* Other duties as may be assigned from time to time.

**Person Specification**

***Essential***

* A third level qualification or equivalent in a relevant field; examples include children’s work, teaching, or childcare.
* At least 3 years’ experience working with children, preferably in a Christian faith setting.
* Experience of being part of a successful team.
* Experience of delivering training to volunteers and staff.
* Excellent interpersonal skills.
* The successful candidate will be passionate about the role and the significance of the local church, with a desire to see local churches become healthy, flourish, and grow. There is an occupational requirement for the post-holder to be a practising Christian, able to subscribe to attached excerpt “Being a Christian”, also found at <https://www.ireland.anglican.org/our-faith/being-a-christian>.
* Experience of working with volunteers and staff across a range of agencies.
* Competence in the use of email, word processing, spreadsheet and presentation software.
* The use of a car as travel throughout the island of Ireland, when required, is an occupational requirement (appropriate expenses will be covered).
* Ability to be flexible in their working hours and work evenings and weekends (appropriate time in lieu will be given).
* Able to work in the Republic of Ireland and/or Northern Ireland and travel throughout the common travel area and the rest of the UK.

***Desirable***

* A degree level qualification relevant to ministry with children and families, for example: primary school age teaching qualification, early year’s degree, a children’s ministry degree qualification, or equivalent.
* A knowledge of faith development in children and adults, and of current resources available for ministry with children and families.
* A training qualification and /or a theological qualification.
* An ability to think and work creatively and a proven record of producing resources for work in ministry with children and families
* A familiarity and sympathy with the Church of Ireland.
* Ability to manage and motivate teams towards successful project management.
* Ability to think and facilitate theological reflection at a personal and team level in a way appropriate to children and families.
* Experience in managing the use of social media and websites, preferably in a Christian faith setting.

**Targets for first six months**

* Meet with all the members of the Board, the Children’s Ministry Network, diocesan Children’s Officers, and other relevant persons to gain an awareness of ministry with children and families in parishes and the structures within the Church of Ireland.
* Undertake research among the staff and volunteers in ministry with children and families in parishes to assess their needs.
* Plan a feedback day for both training and resourcing for volunteers and staff in dioceses and parishes who work in ministry with children and families.
* Review current internal and external relevant resources and training programs available.

**Appendix**

The Board for Ministry with Children and Families is served by two staff members: the Secretary of the Board (part time) and the Development Officer (full time). Both staff members report to the Board.

**Role of Secretary to the Board**

* Act as Secretary to the Board.
* In consultation with the Chair, organise and record meetings of the Board.
* Authorise immediately required payments between meetings in conjunction with the Chair for payments up to £1500.
* Represent the Board at all appropriate levels when required and ensure that the Church of Ireland is represented at the Children’s Ministry Network for UK and Ireland.
* Provide support for the work of the Development Officer and the Administrator in the delivery of the three year plan, in line with Board aims and objectives.
* The Development Officer will liaise with the Secretary of the Board regarding operational matters including arrangements for taking annual or any other leave, CPD, attendance, approval of expenses and agreeing matters for the agenda of the board, and the Secretary of the Board will exercise line management in respect of these operational matters.

**Role of Administrator**

* Work with the Development Officer to deliver an administration plan.
* Work with the Diocesan offices / staff and establish the contact person for ministry with children and families ministry in each parish.
* Build up a list of staff members and volunteers working with families and children across the Church of Ireland. Once this is set up a provision for a regular review should be put into place. Produce a database of all these contact details under the regulations set out by GDPR.
* Support the Development Officer as required, particularly in the communication strategy.
* Other duties as required.