

**Church of Ireland**

**Diocese of Connor**

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APPLICATION PACK

for the post of:

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| **Children’s Ministry Development Officer**  **(35 per week)**  **Post Ref.**  **2021** |

**Church of Ireland Diocese of Connor**

**Children’s Ministry Development Officer**

**Post Ref. 2021**

**LOCATION:**

Based in the Connor Diocesan office, Donegall Street, Belfast but the duties of the post will involve travel throughout the Diocese of Connor and further afield within Ireland and the United Kingdom.

**APPLICATIONS INVITED FROM:**

Persons who meet the experience and competence requirements listed below.

**BACKGROUND:**

This post is to develop and expand the existing Children’s Ministry throughout the Diocese of Connor as one strand of the Diocesan Strategy.

**FIXED TERM CONTRACT:**

In the first instance, this will be a three-year, fixed term contract. Towards the end of this period, the possibility of extending the tenure may be considered by the Diocese.

**PURPOSE AND OBJECTIVES:**

The main objectives of the post will be:

To further develop and expand the existing Children’s Ministry at Diocesan and parish level.

Develop new and innovative programs / resources for use in Parish based Children’s ministry which can be used on an individual basis or via online platforms.

**HOURS OF WORK:**

The postholder will be required to work 35 hours each week on days and times to be agreed with the Line Manager.

Weekly working hours must be recorded on timesheets. In certain circumstances, it may be necessary to adjust or exceed normal working hours in order to meet the requirements of the job.

**DUTIES AND RESPONSIBILITIES:**

The Children’s Ministry Development Officer will be directly responsible to the Bishop of Connor or their nominee for work in relation to the Diocesan Children’s Ministry. The duties of the post fall under three key areas:

1. **Development Responsibilities:**

Develop new and innovative programs / resources for use in Parish based Children’s ministry which can be used on an individual basis or via online platforms.

Actively seek out and secure funding opportunities to support new initiatives and programs.

Expand the Diocesan wide volunteer teams for promotion and support of children’s ministry.

Support the network for those already working / volunteering in Children’s Ministry within The Diocese, including the children’s council by meeting regularly with them.

Plan and deliver an annual Diocesan Fun Day to celebrate Children’s Ministry.

Attend and participate regularly (at least twice per month) in Sunday worship throughout The Diocese.

Develop partnerships with relevant children’s organisations that can support the delivery of the project with funding and resources.

Such other involvement as deemed appropriate to the post and the requirements of The Diocese.

Work collaboratively with all members of The Diocesan Development team.

1. **Training:**

Organising appropriate training, including residential training, for children’s workers, volunteers, Sunday school teachers and clergy at Diocesan and Parish level.

1. **Provide Advice and Guidance on:**

Resources and materials for use in ministry with children including curriculum for Sunday School and Holiday Bible Club both at parish level and via online platforms.

Child Protection issues in con junction with COI Child Protection Officer.

To those working with children who have special needs.

Funding opportunities which parishes may avail off.

**REPORTING:**

The Children’s Ministry Development Officer will be required to undertake any other duties which are appropriate to the post and the requirements of The Diocese. The worker will provide a written report:

* on a monthly basis to the Bishop of Connor and the Diocesan Development Officer;
* to the Diocesan Council, its Sub-Committees, Church of Ireland Orphans and Children’s Society and Diocesan Synod, as required.

**REQUIREMENTS:**

**QUALIFICATIONS/KNOWLEDGE/SKILLS/PERSONAL ATTRIBUTES:**

**Essential Requirements:**

* At least a third level qualification in a relevant discipline e.g. child development, education etc, OR at least three years’ full-time experience (within the last 5 years) in a children’s project within a church setting.
* Knowledge of current practices in Christian-based ministry among children.
* Good written and oral communication skills including public speaking.
* Good inter-personal and relational skills in formal and informal settings, including the ability to develop and maintain networks and good relational skills with children.
* A high level of drive and determination and the ability to work under pressure and on own initiative.
* Excellent IT skills.
* Ability to think creatively.
* An active Christian faith through membership of a local church.

**Desirable requirements:**

* A theological understanding of Christian children’s ministry.
* Knowledge of the ethos, practices and structures of the Church of Ireland.

**EXPERIENCE:**

**Essential Requirements:**

* Three years’ recent experience in church-based children’s work.
* Building and working as part of a team.
* Experience in delivering training programmes/teaching.

**Desirable Requirements:**

* Experience of working in areas of high deprivation.
* Experience of working with children in special needs.
* Planning and organisation of residential experiences/events.
* Particular expertise in one or more specific areas of children’s ministry.
* Experience in the development of a strategic plan for the delivery of children’s ministry.

**SPECIAL CIRCUMSTANCES:**

* Hold a full current driving licence enabling them to drive within Northern Ireland and access to a form of transport that meets the needs of the post.
* Available for irregular working hours, including occasional overnight/weekend residential work.
* There is an occupational requirement for the post-holder to be a practicing Christian and must be committed to work within the Christian ethos and doctrine of The Church of Ireland.

**HEALTH REQUIREMENT**

* Good general health for the demands of the post.
* Acceptable attendance record.

**SELECTION CRITERIA:**

Candidates will be required to demonstrate the essential qualifications, knowledge, skills, personal attributes and experience both in the application and at interview.

**SHORTLISTING CRITERIA:**

A shortlist of candidates for interview will be prepared on the basis of the information contained in the application. It is therefore essential that all applicants demonstrate through their application how and to what extent the competence and experience requirements are met as well as details of qualifications held. The following may be applied in the order indicated below after the panel have assessed whether or not the application meets the essential competencies:

* At least five years’ experience gained during the last ten years of church based children’s work.
* At least three years’ experience of delivering training courses/teaching.

**SALARY:**

Salary will be in the range of £24,174 - £26,333 – depending on experience and qualifications.

**PENSION SCHEME:**

The Children’s Project Development Officer will be included in the Employer’s Group Personal Pension money-purchase plan to which the employer will contribute a maximum of 8% of salary. Personal contributions are optional. The Officer will be included in a Group-Life Scheme during period of employment offering five times basic salary on death; this ceases on leaving or at the age of 67.

**PROBATIONARY PERIOD:**

A six month probationary period must be satisfactorily completed before the position can be confirmed for the fixed term of three years.

**ANNUAL LEAVE:**

There is an annual leave allowance on entry of 15 days (pro rata) increasing by one day for each year’s service to 20 days maximum (pro rata). This is in addition to the normal closure of the Diocesan Office for a week at Easter and at Christmas. Leave should be arranged in agreement with the Line Manager.

**STATUTORY/PUBLIC HOLIDAYS:**

11 Statutory/Public Holidays (pro rata) are granted each year.

**GENERAL INFORMATION:**

For further information about the responsibilities of the post, please contact Mr Trevor Douglas Diocesan Development Officer (028) 9082 8830 or email [trevordouglas@connordiocese.org](mailto:trevordouglas@connordiocese.org)

**APPLICATIONS:**

Application forms should be returned **no later than 31st March 2021** to:

Mrs Lorraine Ogilby

61-67 Donegall Street

BELFAST

BT1 2QH

[Lorraineogilby@connordiocese.org](mailto:Lorraineogilby@connordiocese.org)

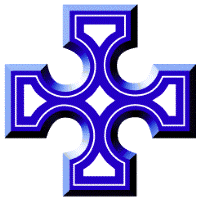
**The post reference must be clearly stated on the envelope. Late applications will not be accepted.**

It is anticipated that interviews for the post will be held during the week beginning 26th April 2021

Office Use

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| --- |
| Ref: 2021 |

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| **PLEASE USE BLACK INK WHEN**  **COMPLETING THIS FORM** |



**CHURCH OF IRELAND**

**DIOCESE OF CONNOR**

**APPLICATION FORM**

**FOR**

**CHILDREN’S MINISTRY DEVELOPMENT OFFICER**



**CLOSING DATE: 31st March 2021**

**WITH THE POST REFERENCE NUMBER CLEARLY MARKED ON THE ENVELOPE,**

**APPLICATIONS ARE TO BE RETURNED TO:**

**Mrs Lorraine Ogilby**

**Church of Ireland House**

**61-67 Donegall Street**

**BELFAST**

**BT1 2QH**

**Email lorraineogilby@connordiocese.org**

**SECTION A – PERSONAL DETAILS**

(Please complete form in CAPITAL LETTERS – using a BLACK pen)

|  |  |
| --- | --- |
| **SURNAME** |  |
| **TITLE** |  |
| **FORMER SURNAME** (if applicable) |  |
| **FORENAMES** (in full) |  |
| **PERMANENT ADDRESS** |  |
|  |  |
|  |  |
| **POSTCODE** |  |
| **ADDRESS FOR CORRESPONDENCE**  (if different from above) |  |
|  |  |
|  |  |
| **POSTCODE** |  |
| **HOME TELEPHONE NUMBER** |  |
| **MOBILE PHONE NUMBER** |  |
| **EMAIL ADDRESS** |  |
| **NATIONAL INSURANCE NUMBER** |  |
| **TOWN AND COUNTRY OF BIRTH** |  |
| **Do you hold a clean driving licence?** | **YES** 🞎 **NO 🞎** |
| **Have you any health conditions that might affect your employment**? | **YES** 🞎 **NO 🞎** |
| **Do you have access to personal transport for work purposes?** | **YES** 🞎 **NO 🞎** |

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| Ref: 2021 |

**SECTION B – EMPLOYMENT EXPERIENCE AND QUALIFICATIONS**

**EMPLOYMENT BACKGROUND**

Detail all your employment/self-employment (and unemployment) for the last 10 years, if applicable, starting with the present/most recent employer:

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE**  **(Month/Year)**  **From – To** | **EMPLOYER’S NAME**  **ADDRESS, TELEPHONE NUMBER** | **POST AND NATURE OF WORK/DUTIES** | **SALARY AND REASON FOR LEAVING** |
|  |  |  |  |
|  |  |  |  |
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**EDUCATIONAL BACKGROUND**

**Please detail you academic achievements:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Awarded** | **Full Title of Subject** | **Type of qualification i.e. GCSE/ A Level/ NVQ/ Degree/ Professional Qualifications etc** | **Grade/Result** |
|  |  |  |  |

**Time Not Accounted For:**

**(Give brief details of any time not accounted for in the above education and employment sections)**

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**C. SHORTLISTING CRITERIA**

**Please outline your experience and skills in relation to the essential requirements for this post.**

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| **Knowledge of current practices in Christian-based ministry among children including recent experience in church-based children’s work:** |
| **Communication Skills – Verbally, in writing and IT :** |
| **Ability to develop resources to assist in Children’s ministry including on-line versions** |
| **Drive and determination and ability to work under pressure and on own initiative:** |
| **Ability to think creatively:** |
| **Christian faith and church membership:** |
| **Building and Working as part of a team:** |
| **Delivering Training programmes and/or teaching:** |
| **Please supply the name and contact details of two referees (one of whom should have knowledge of you in a working environment).**  **NAME ADDRESS TELEPHONE**  **NUMBER**  **1.**  **2.** |

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| Ref: 2021 |

**APPLICATION’S NAME:**

**SECTION D – FURTHER INFORMATION AND DECLARATION**

Interview Requirements:

As an equal opportunity employer we wish to ensure that all applicants have the opportunity to perform to the best of their ability in an interview situation. Please let us know below if you require reasonable adjustments or arrangements to enable you to attend for interview:

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| --- |
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| **I am aged 16 or over and confirm that the information I have given is correct and accurate to the best of my knowledge and belief.**  **I undertake to inform the Diocesan Secretary in writing of any changes in my circumstances which may occur between the date of my application and any possible date of appointment. I understand that if I am found to have suppressed any material fact or to have given information that is false or misleading, I will be liable to disqualification or, if appointed, to dismissal.**  **I agree to my current employer/previous employer or other party being approached to verify my employment.**  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PLEASE ALSO COMPLETE AND RETURN –**

**ANNEX A: EQUAL OPPORTUNITIES MONITORING FORM.**

**IMCOMPLETE ALLOCATION FORMS WILL NOT BE ACCEPTED**

**AND WILL RESULT IN DISQUALIFICATION.**

**LATE APPLICATIONS OR OTHER ADDITIONS WILL NOT BE ACCEPTED.**

**ANNEX A**

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| **FOR OFFICIAL USE ONLY REF NO:** |

**EQUAL OPPORTUNITIES MONITORING**

**[FAILURE TO RETURN WILL RESULT IN DISQUALIFICATION]**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please tick as appropriate: Male 🞎 Female 🞎**  **National Insurance Number:**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | |

**This information will be used only for monitoring the effectiveness of the Diocesan office for Northern Ireland’s equal opportunities police and to comply with obligations under the requirements of the Fair Employment and Treatment (Northern Ireland) Order 1998. It will not play a part in the appointment process and will be treated in the strictest confidence.**

**COMMUNITY BACKGROUND**

Please tick the appropriate box:

|  |  |
| --- | --- |
| I have a **Protestant** community background |  |
| I have a **Roman Catholic** community background |  |
| I have neither a **Protestant** nor a **Roman Catholic** community background |  |

**MARITAL STATUS**

Please tick the appropriate box:

|  |  |
| --- | --- |
| Single |  |
| Married/Co-habiting/Civil Partnership |  |
| Widowed |  |
| Separated/Divorced |  |

**DEPENDANTS**

Do you have dependants?

Yes 🞎 No 🞎

**SEXUAL ORIENTATION**

My sexual orientation is towards someone:

A different sex 🞎

Of the same sex 🞎

Both sexes 🞎

Prefer not to answer 🞎

**PLEASE ALSO COMPLETE THE ADDITIONAL PAGE**

**ETHNIC ORIGIN**

(Please tick as appropriate)

|  |  |  |  |
| --- | --- | --- | --- |
| Bangladeshi |  | Pakistani |  |
| White |  | Black African |  |
| Black Caribbean |  | Black other |  |
| Chinese |  | Indian |  |
| Irish Traveller |  | Any other ethnic Group |  |
| Mixed Ethnic Group |  | Please indentify: |  |

**Age:**

Under 24 🞎 25 – 34 🞎 35 – 44 🞎

45 – 54 🞎 55 – 64 🞎 65+ 🞎

**NATIONALITY:** **DATE OF BIRTH:**

**DISABILITY**

**Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. Please note that it is the effect of the impairment, without treatment, which determines if an individual meets the definition of disability.**

Do you consider yourself to have a disability? Yes 🞎 No 🞎

Please tick the category or categories which apply to you:

|  |  |
| --- | --- |
| Hear impairment |  |
| Visual impairment |  |
| Speech impairment |  |
| Mobility impairment |  |
| Physical co-ordination difficulties |  |
| Reduced physical capacity |  |
| Severe disfigurement |  |
| Learn difficulties |  |

Where did you see the advertisement in?

Diocesan Website 🞎 Other (Please specify):

**Thank you.**