



Job Profile

Job Title	Ministry Assistant for Children/Youth and Administrator for Heart Edge
Department	Clergy
Salary	£25,000 per annum, plus pension
Responsible to	Head of Children's and Youth Ministry Development (HCYM)
Responsible for	N/A
Key internal relationships	Associate Vicar for Ministry, Director of Heart Edge, Heart Edge staff, Volunteer team leaders for Children's/Youth ministry
Main purpose of job	To support the HCYM in setting up children's and youth ministry at St Martins church, and providing administrative support as they develop fresh materials.
Location	St Martins, Trafalgar Square, WC2N 4HJ

Overview

St Martin-in-the-Fields (St Martin's) is an incredible place to work. Located in the heart of London on Trafalgar Square, we are a place for everyone, everywhere, every day – to worship, reflect, relax, meet, eat and drink, enjoy music and the arts and much more. It's a place of encounter between God and humanity, the wealthy and the destitute, culture and commerce. Alongside our heart for ministry, we have iconic spaces that attract hundreds of thousands of people to our site each year. The church has a number of related charities for various causes and is well-known for its work with those on the peripheries of society, but also for its work with organisations both around the UK and abroad.

One such charity is HeartEdge. HeartEdge is an international, ecumenical movement supporting churches to be at the heart of their communities, while being with those on the edge. Our team of experienced consultants work with churches across the UK to create new initiatives for engaging with the wider community in the areas of commerce, compassion, culture and congregational life, and provide a platform for those in church leadership around the country to benefit from our resources and experience.

We are now seeking a Ministry Assistant for Children/Youth and an Administrator for HeartEdge. This is a combined role, but we are open to applications from those who are interested in in either aspect on a part-time basis.

Nature and scope of the job

This is two roles split between Sunday-Tuesday on the Children's and Youth ministry of St Martin-in-the-Fields and administrator for Heart Edge on Wednesday and Thursday. The role could be done as one full time post or two part-time posts for different individuals.

Children's and Youth Ministry: This is a new initiative to respond to the increasing perceived need within churches throughout the UK and beyond to have materials for children's church that are fully inclusive and are mindful of the racial, ethnicity and cultural experience of children and our faith. This role aims to play a significant role in the development of thoughts about children's church across the UK and beyond by providing resources for churches wishing to have children's work that reflects a perspective that is more thoughtful about the culture and race elements of our contexts.

HeartEdge: HeartEdge is our network of partnerships across churches of all denominations in the UK and beyond. With a new Director this team is at a fresh stage of growth. This role will be an entry level role supporting the Director and others in the team with basic administration. It is also an opportunity to be part of a small team whose aim is to make an impact in imagining the church of the future.

Main duties and responsibilities

Organisation

- To organise rotas, room booking and materials for children's church activities as directed by the HCYM and the Associate Vicar for Ministry.
- Working under the direction of the HCYM help lead some of the children's groups as part of the Sunday worship
- With the support of the HCYM, to organise and lead some group activities for young people in the church to help them to grow in their faith and connection to church community.
- To keep basic financial records of expenses, non-sensitive safeguarding data and health and safety reports.

Training

- To support the HCYM in delivering some pre-written training to volunteer helpers in the children's church at St Martins.
- To support the HCYM in delivering some pre-written training to leaders of other churches piloting materials written by the HCYM

Communication

- To play a role in communicating the work of the Children's ministry to the wider community. This may involve updating social media sites with information about events, responding to enquiries from parents and other churches and building a positive understanding about the children's ministry across the congregational life.
- Speaking with children's and youth ministers in our network of churches to build increased collaboration and support. Providing a link between the St Martins Children's Ministry and other churches either conducting children's ministry or seeking to start.

HeartEdge (our network of churches across the UK and beyond)

- Communications – updating and arranging information for email mailing lists and other publications including social media and our website (full training provided).
- Basic administrative support – being part of the team providing administrative support for the network of churches, our activities and events. This may include answering enquiries, liaising with speakers, booking rooms, setting up meetings online and in person.

Knowledge, skills and abilities

Essential

- Inspired by the opportunity to contribute to the renewal of children's work in the church.
- Excellent written and verbal communication skills
- Ability to adapt easily and readily to many different situations
- Collaborative instincts along with ability to work autonomously
- Willingness and ability to work easily and efficiently across a wide range of church traditions
- Familiarity with social media
- Strong organisation ability
- Self-motivation and responsible completion of tasks
- Good communication and language skills in responding to enquiries with tact and clarity

In addition, you will need to be

- Enthusiastic about the ethos and work of St Martin's and HeartEdge
- Have great interpersonal skills and a calm 'can do' attitude

Who we are looking for

SMITF welcomes applications from all sections of the community and is committed to maintaining an inclusive working environment, with a diverse workforce. We value uniqueness, equality and representation and appoint on merit.

How to apply

To apply for this post, please email the following to peopleandculture@smitf.org by 4th January 2022.

- A supporting statement, explaining why you believe you will excel in this role
- A CV detailing your relevant achievements including details of two referees, one of whom should be your current or most recent employer