



Job Profile

Job Title	Ministry Assistant for Children/Youth
Department	Clergy/Church Operations
Salary	£25,000 pro rata, plus pension
Working Hours	0.6 FTE, 3 days per week (Sunday, Monday and Tuesday)
Place of Work	St Martin-in-the-Fields, Trafalgar Square, London, WC2N 4JJ
Main purpose of job	To support the Head of Children's Work Development in delivering children's and youth ministry at St Martins church, and providing administrative support as they develop fresh materials.

Background

St Martin-in-the-Fields (St Martin's) is a remarkable 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 the arts and much more. The church is a 300-year-old architectural jewel. We have iconic spaces that attract hundreds of thousands of people to our site each year.

Main duties and responsibilities

1 Organisation

- To organise rotas, room booking and materials for children's church activities as directed by the Head of Children's and Youth Ministry and the Associate Vicar for Ministry;
- Maintaining communication with volunteers and parents about activities;
- Assisting with the organisation of Safeguarding training and checks completion for volunteers; and
- To keep basic financial records of expenses, non-sensitive safeguarding data and health and safety reports.

2. Participation in Children's, Youth and Wider Ministry

- To act as chaplain and chaperone for the junior choir;
- Assisting with and leading groups within the children's and youth ministry team, using the material written by the Head of CYMD;
- Supporting organisation and delivery of the children's and youth ministry on church Away Days, special services and outreach events;
- Updating a children's order of service with appropriate materials for children attending Sunday services;
- To act as chaplain and chaperone for the junior choir; and
- To support the wider community of St Martin's church by helping with the organisation and delivery of Morning Prayer and other acts of worship and church community life.

3 Communication



- Willingness to learn editing of audio and video content to share with other children's workers;
- To play a role in communicating the work of the Children's ministry to the church and community beyond St Martins. 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; and
- To play a role in the wider communications for church activities including social media and light website updates, participating in content creation alongside responsible and warm response to interactions and enquiries.

Nature and scope of the job

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 mindful of the racial, ethnicity and cultural experience of children and our faith. This role aims to play a part in shaping the culture of children's church work within St Martin's and across the UK and beyond by providing resources for churches wishing to have children's work that reflects a more racially aware perspective.

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;
- Comfortable with all aspects of Microsoft Office Suit including Excel and Outlook;
- Familiarity with Facebook, Twitter, Instagram, Canva, Squarespace as well as Audacity audio editing or equivalent, Apple iMovie or PC equivalent is highly desirable;
- 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;
- Strong organisation ability;
- Self-motivation and responsible completion of tasks;
- Good communication and language skills in responding to enquiries; and
- An enthusiastic support for the theological and ethical beliefs of St Martin-in-the-Fields.

Desirable

- An interest in and commitment to celebrating the diversity of race, culture, ability, sexuality and gender within Christianity;
- Familiarity with serving as an active member of the congregation and an openness so interacting with those from all sections of society; and
- An active interest and openness to engaging with those from all backgrounds including championing diversity in the heart of multicultural London.

In addition you will need to

- 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 individuality, equality and representation and appoint on merit.

How to apply

To apply for this post, please email the following to peopleandculture@smitf.org by noon on 31/10/2023:

- A supporting statement, explaining why you believe you will excel in this role;
- An up-to-date CV detailing your relevant achievements.

SMITF reserves the right to close and appoint to this role within the stated advertising period, and so advises early applications are submitted.