



**Southwell  
Minster**

*The Cathedral and Parish Church  
of the Blessed Virgin Mary*

## **Southwell Cathedral Chapter**

### **Children's Worker**

#### **Job Description**

**LOCATION:** The Minster / Local Schools

**ACCOUNTABLE TO:** Canon Precentor

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#### **Context**

The purpose of this role is to oversee and deliver provision for children as part of worship on Sunday mornings and take assemblies in local primary schools.

- Work with a group of volunteers to provide age-appropriate worship activities (in a 'Sunday School'/'Children's Church' format) during part of the Minster's main Sunday morning service.
- Build relationships with primary schools within the parish and the Minster Junior School, including leading Collective Worship
- Work with others within the Minster team to provide ad hoc events/services for children and families
- Ensure the Cathedral's safeguarding policy is adhered to in all of the above, and attend regular training sessions as directed.

#### **Person specification**

##### **Essential**

- A proven ability to work with children of ages 0-14

- Commitment to working to best practice in the safeguarding of children
- Successful Enhanced DBS Clearance (the check will be undertaken when an offer of employment is made)
- Genuine Occupational Requirement for the post-holder to have a genuine commitment to the Christian faith supporting the vision and ethos of the Cathedral.
- High expectations of achievement and behaviour from children, colleagues, and themselves
- Effective in managing the behaviour of children
- Flexibility and ability to work as part of a team
- A caring nature and genuine interest in the welfare of children
- The ability to inspire confidence in parents and colleagues
- A committed and loyal nature, with a sense of humour
- Ability to work to deadlines and under pressure

### **Salary**

£2,500 (£19838 pro rata)

### **Hours**

This post is based on working 5.5 hours per week during term time (39 weeks), plus special occasions such as Christmas Eve and Good Friday, when there are special children's services. Hours to be agreed.

### **Annual Leave**

Annual leave entitlement for full time staff is 25 days plus two 'given' days over Christmas and New Year, applied flexibly to provide cover, and in addition all statutory public holidays (though these may need to be taken on other than the designated days as appropriate). If the post is part-time your holiday entitlement will be given and calculated pro-rata.

### **Policies**

Adhere to all policies and guidelines of Southwell Cathedral Chapter and work in accordance to our Staff Handbook, and contribute to the Cathedral's work and mission with enthusiasm and understanding. Carry out any other duties as required within the scope of the post.

### **Training**

Attend training courses as appropriate to enable you to fulfil the responsibilities and duties required.

The Christian vision, ethos and principles of the Cathedral underpin all aspects of the way the Cathedral operates. The post-holder must be sympathetic to these Christian principles and values, and support the Cathedral vision and strategy.

**Equality:**

Southwell Minster is committed to creating a harmonious working environment, which is free from harassment and bullying and in which everyone is treated with respect and dignity. It is committed to ensuring that individuals do not feel apprehensive because of their religious belief (including theology or church tradition), political opinion, gender, marital status, sexual orientation, race, age, or disability, or through any inappropriate behaviour towards them.

**Safeguarding Regulations:**

The Church of England is committed to the safeguarding and protection of all young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment Principles.

Southwell Minster is committed to:

- safeguarding, caring for and nurturing children and young people in the Cathedral and community.
- safeguarding and caring for vulnerable adults in the Cathedral and community.
- informing those involved with children and vulnerable adults in our church of the behaviour expected of them.
- explaining the procedure for background checks of those involved with children and vulnerable adults in the Cathedral.
- protecting adult members of the church from malicious or false accusations of abuse.

**NOTE:**

The Cathedral intends to review job descriptions annually as part of the staff review process, to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.