**JOB DESCRIPTION**

**Job Title:** Digital Family Support Worker

**Purpose of Job:** To enable and support the children’, youth and families digital work at St Luke’s as we reach out to meet the aims of our pMAP (Parish Mission Action Plan) within the Winchester Diocese.

**Responsible to:** The Family Minister (or Vicar if no Family Minister appointed)

**Supervisory responsibility:** Overall responsibility for project managing St Luke’s development of online Family’s ministry.

**Accountability:**

**Internal:** PCC, Vicar, Church wardens, Family Minister, congregation, young people registered at St Luke’s and their families, St Luke’s staff and volunteers, church members, Finance committee,

**External**: Winchester Diocese (including safeguarding, confidentiality, GDPR, data protection requirements) Parish Community, local schools, external organisations connected with day or residential trips.

**Operational:** Objectives to be achieved

* Responsible for co-ordinating and enablng the St Luke’s Sunday online family content through a rota system and the youth and families team.
* Project manage the development and engagement with the Messy Church on Facebook and develop a social media ministry strategy – includes Christian teaching, advertising, building engagement, social posts, sharing relevant resources
* Responsible for designing and creating online advertising for Messy Church, family services and special celebrations such as the Nativity Service and Mothering Sunday and family social events.
* Connect with the Diocesan digital team and update the Families work with new resources and cascade training to the Families’ team.
* Responsible for monitoring online trends and engaging St Luke’s in them to enhance our mission.
* Follow the national Church of England Digital Labs team, attend training webinars and cascade resources and training for the congregation.
* Assist in creating engaging content to support the St Luke’s website and other digital resources for children and young people , ensuring they remain a gateway for people to discover more about the Christian faith.
* Work alongside the St Luke’s Parish Administrator in delivering online social media strategy.
* Maintain a healthy personal spiritual life
* Maintain and prepare (with the youth administrator) risk assessments for youth activities.
* Have knowledge, training and be compliant with all safeguarding regulations with particular reference to online and children’s safeguarding.
* Help at Tuesday Youth Church weekly as part of leadership team
* Support “Open the Book “Digitally
* Take direction from Line Manager
* Prayer: Link in with the prayer life of the church by scheduling time weekly at corporate online prayer.
* Produce a monthly online blog- sharing what has been going on, photos and updates from family’s ministry**.**
* Part of Messy Church leadership team as digital supportand attendance as part of the leadership team.
* Other duties as required.

**Physical presence**

* It is important to develop and build relationships with families and young people in the parish, with volunteers and staff by meeting together regularly for worship, prayer and social events. On a rota basis the digital family support worker would be expected to attend Sunday worship, Tuesday Youth Church and social events on a rota basis and in a supporting capacity as part of the leadership team.

**Budgetary:**

* All prior agreed expenses for carrying out the role would be reimbursed.
* Agree and work within the families’ budget of St Luke’s Church, Sway.

**Hours:** 10 per week

**Length of contract**: 12 months with 1 month probationary period.

**Salary:** £23,000 - £25,000 pro rata– funded from the restricted youth fund.

**Day Off:**  Employee nominates one day per week of rest and a general pattern of working hours will be agreed before the start of the contract. Some flexibility is required.

**Support:** Diocesan and National online events and training to support the development of digital work for church. Option to arrange for a spiritual director or mentor.

**Genuine Occupational Requirement:** There is a genuine occupational requirement for the successful applicant to be a committed Christian. It will be necessary to work on some Sundays, some Saturdays for special events and Tuesday evenings for youth Church.

Please see the DRAFT **Statement of the Main Terms and Conditions of Employment** for more information.

August 2020