

St. Michael's Parish Church, Linlithgow

JOB DESCRIPTION

1. Post Title

Early Years Worker

2. Post Location

St. Michael's Parish Church, Linlithgow, EH49 7AL

3. Reporting Arrangements

The post-holder will be employed by the Kirk Session of St Michael's, and will be line managed day-to-day by the Minister.

4. Overall purpose of Post

To lead our ministry to pre-school children and their families through the Toddlers Group.

5. Main Duties

- Lead and organise St Michael's Toddler Group
- Recruit, support and coordinate volunteers for St Michael's Toddler Group
- Organise a programme of social activities for St Michaels Toddlers and Seedlings families
- Maintain and grow the St Michael's Toddlers Facebook group
- Work with the Ministry Team to develop strategies for integrating St Michael's Toddlers Group with other areas of Church life
- In consultation with Toddlers Group parents and with local schools, lead one or more musical or other arts-based activities for ages 0-8.

6. Person Specification

It is **essential** that you have:

- Experience of working with pre-school children in a community or education setting
- A recognised and relevant qualification in early learning and childcare
- A commitment to work together with the Ministry Team to further the wider ministry of St. Michael's Parish Church
- The ability to work collaboratively with others
- An active Christian faith and live church connection – please note that this is a genuine occupational requirement in terms of the Equality Act 2010

In addition, it is **desirable** that you have previous experience in a comparable role.

7. Contractual Arrangements

The postholder will work 10 hours per week, including the Toddler Group on Tuesdays and Fridays, at a salary of £12 per hour payable monthly.

The contract will be for a period of 12 months, with the possibility of renewal or conversion into a permanent contract.

8. Protection of Vulnerable Groups

As the nature of the duties of the post constitute 'regulated work' with children, the post is offered subject to the completion by you of the Church of Scotland Safeguarding Service self declaration form and the obtaining of a Scheme record in terms of the Protection of Vulnerable Groups (Scotland) Act 2007, and to both being in satisfactory terms.