



FAMILY ENGAGEMENT OFFICER

JOB DESCRIPTION

Role title	Family Engagement Officer
Reporting to	Head of Events/Canon Liturgist
Accountable to	The Chapter of Guildford Cathedral through the Chief Operating Officer
Purpose	To support the delivery of Family Engagement activities and services
Hours and salary	This is a two day a week post. The salary is £10,000 per annum.

BACKGROUND

Guildford Cathedral is a sacred space and a community of people who engage with God and the wider world for the common good. We do this by being a warm-hearted community open to God, to all, to growth and to transformation. Over 100,000 visitors come to the Cathedral each year and our Cathedral 'community' comprises thousands who feel close to the Cathedral because of historical connection: the purchase of a brick in the 1950s, their membership of the worshipping congregations, or staff and volunteers. The core task of Guildford Cathedral is worship. Daily and Sunday choral services are the backbone of our work. The Cathedral is led by the Dean with the Cathedral Chapter which is akin to a Board of Directors and charity trustees.

The Family Engagement Officer supports the delivery of the Cathedral's Families' programme, comprising Family Fun Days, Family Services, Cathedral Tots, and holiday activities. The purpose of the role is to take responsibility for the smooth running and implementation of Family Fun Days, and to create, resource and run an engaging and accessible programme for children and families throughout the year, working to expand this offer especially during school holidays.

An additional area of growth which this role would support is in the Cathedral's set-up as a Godly Play venue from Summer 2023. The post-holder would be expected to work with clergy and education colleagues to implement the use of Godly Play as a resource for the Cathedral initially, and more widely for the Diocese in the future.

KEY TASKS

General

- Work with the Visitor Experience Team and Canon Liturgist to create an engaging, year-round programme of events and activities for families.
- Engage with current parents and children and develop work to strengthen discipleship, give confidence to parents/carers in sharing faith.
- Liaise with volunteers to deploy them appropriately in support of events and activities.

Family Activities

- Oversee Family Fun Days including scheduling, planning suitable activities, creating and organising necessary resources and leading the volunteer and welcome team on the day.
- Work to create additional opportunities in school holidays for family activities in the Cathedral.



- Work alongside the Canon Liturgist to deliver Cathedral Tots, our monthly informal worship service for pre-schoolers and their families through helping with planning and resourcing activities, and building relationships with attendees.
- Assist with the smooth running and engagement of Family Services (Journey to Bethlehem, Christingle, Good Friday).
- Create engaging children's activities for Diocesan Services.

Godly Play

- Support the implementation of a programme of use for Godly Play, with necessary training offered.

Schools

- On occasion, lead a learning session at a School Visit or Workshop, under the direction of the Head of Family Engagement and Schools.

KEY RELATIONSHIPS

- Head of Events/Canon Liturgist.
- Chief Operating Officer.
- Office Manager.
- Family Engagement volunteer team.
- Virgers.
- Staff and clergy colleagues.

ESSENTIAL SKILLS AND ATTRIBUTES

- Excellent interpersonal skills with an ability to connect with children in particular.
- Experience of planning children's activities both faith-based and with a secular theme.
- Excellent communication skills.
- Computer skills, including an ability to use Outlook, Word, Publisher and Excel.
- Ability to work as part of a team as well as on own initiative.
- Enthusiasm for working with children and families, and developing exposure to faith.
- Ability to evaluate events and activities honestly and be prepared to make changes and alterations to improve.
- Confidence to create and deliver engaging faith-based activities to young children and their families.
- 'Can-do' attitude and willingness to try new things.
- Flexible approach to duties and working hours. This role will require working during school holidays.
- In sympathy with the mission and ethos of the Cathedral.

DESIRABLE SKILLS AND ATTRIBUTES

- Experience of recruiting and leading a team of volunteers.
- Classroom-based experience of working with primary-school aged children.
- Experience of working with Godly Play, and a willingness to become trained to deliver Godly Play.
- Experience of leading children's church groups e.g. Sunday School.

APPLICATION PROCESS

To apply for this post, please visit the Cathedral Website (www.guildford-cathedral.org) and complete the application form provided. Please send this with a covering letter addressing the Key Tasks and Essential Skills and Attributes, as well as your CV, to Dops@guildford-cathedral.org or Matt O'Grady, Guildford Cathedral,



Stag Hill, Guildford GU2 7UP. Referees will not be approached without your consent. Applications will only be considered with a completed application form, CV and covering letter. Guildford Cathedral operates under a Safer Recruiting policy. Proof of eligibility for working in the UK will be required before appointing.

For an informal conversation please contact Matt O'Grady on 01483 547 864.

Closing date for receipt of application is 7 July 2023. Shortlisted candidates will be called for interview during the week commencing 10 July 2023.