



Dear Enquirer,

We are so pleased that you are interested in this exciting post of Children and Families Leader. In this application pack you will find the following documents:

- Job Description & Person Specification
- Parish Background Document
- Application form

If you would prefer a hard copy of these documents then simply contact St. Margaret's Church Administrator; Jenny Smith on 01737 552160 or Church Warden; Shirley Page on 01737 556979 to request an application pack to be sent to you.

This role of Children and Families Leader is one that we consider to be a key role for the next chapter of our life at St. Margaret's. The current post holder has been employed for the last 3 years at 20 hours per week and the ministry has grown under her leadership. She is moving on at the end of July and the PCC is willing to invest into this ministry by funding an additional 15 hours per week to create a full time post of 35 hours per week. This will provide an exciting opportunity to develop the role further.

Whilst this is our ideal we also want to be flexible about hours and working patterns for the right candidate. So if you are interested in less than 35 hours per week, please do apply anyway and we can explore possible models of working at interview.

For more information about us, do look on our website, www.stmargaretschipstead.org and if you would like to have an informal conversation about the role then you can speak to Shirley Page (Church Warden of St. Margaret's Chipstead) on- 01737 556979.

If you decide that you would like to apply for this role please fill in the application form either by hand or electronically and send a hard copy to:

Shirley Page
113 Rickman Hill
Coulsdon
CR5 3DU

Or email:

shirley.page@hotmail.com

Please note that applications will only be accepted from candidates with a legal right to work in the United Kingdom. St Margaret's is committed to the safeguarding of young people and any appointment will be subject to an enhanced DBS check.

If you are called for interview you will be contacted with further details of the process. This will consist of a parish day and an interview. Of course you are free to visit the church on a separate occasion as part of your discernment process either before or after you apply.

If you have any questions at all please don't hesitate to be in touch. We are so excited by the possibilities of this appointment and who God is going to bring to this ministry but we also understand that an application process and the possibility of change can be challenging. Please do be assured of our prayers for yourself and for all potential candidates as you seek to discern whether this might be the right place for you to serve God in the next chapter of your life and ministry.

Yours Sincerely,

Shirley Page & Chris Taylor- Church Wardens