

# The Weald Family Hub

Coordinator application pack

In partnership with  
**Fegans**   
Counselling Children, Supporting Parents

## **Introduction**

Thank you for your interest in the post of Weald Family Hub Coordinator. This is an exciting opportunity to be part of founding a new project with a bold vision for transforming the lives of local young people and families.

Alongside this post, we are also involved in the recruitment of the Parent Support Coordinator, who will set up and run Fegans' *Parents Supporting Parents* Scheme for the Hub. This is a separate post, employed and supervised by Fegans, but based at St Mary's. There is a separate application and interview process for this post. This pack is for the Weald Family Hub Coordinator. We are very open to the same person holding both posts - and there is more information on this below.

The Weald Family Hub brings local churches, community and schools together in a new partnership with Fegans, a Christian Charity that supports children, young people and families with counselling and parenting support.

Applicants need to be creative, organised and flexible, with a love for young people and families and a passion to see them flourish. They will need to be enthused by the opportunity to be part of an active Christian team, working for the wellbeing of the whole local community.

## **Our vision**

We want to support families and young people in the Weald to live well in an increasingly complex world. We want to be a catalyst for culture change so that together, as a whole community, we can work against the growing epidemic of mental illness amongst young people, working to build resilience and hope.

We will do this by bringing together the skills and commitment of the local community with the expertise of Fegans. Initially we will focus on providing support to parents through Fegans' *Parents Supporting Parents* Programme and by running regular parenting groups, and we are expecting to develop in new ways in the future.

## **A Christian vision**

The Weald Family Hub is an initiative of the local churches, led by St Mary's, Goudhurst. Inspired by our faith in Jesus, the Hub is wholeheartedly Christian and will work with everyone and anyone who needs our help, irrespective of faith and without any strings attached.

Jesus said that he came to 'bring life in all its fullness' and our faith in Jesus compels us to work for a world in which everyone has the opportunity to live full and flourishing lives. As followers of Jesus, we are therefore committed to working for health and hope, and against mental illness, anxiety and hopelessness.

The Coordinator will be part of an active, supportive and prayerful team at St Mary's. Applicants need to be active Christians who would enjoy working in this environment and are inspired by this vision.

## **Fegans**

Fegans exists to bring hope to the lives of children, families and communities across the UK. They do this by providing qualified counselling for children and support, intervention and training for parents. Working holistically and in partnership with churches, local communities, schools and statutory providers their aim is to transform this nation one child at a time.

## **St Mary's, Goudhurst**

St Mary's is a thriving village church, with a particular commitment to children, young people and families. St Mary's is leading the Weald Family Hub on behalf of the local churches across the Weald of Kent. The

Coordinator will be part of the team at St Mary's, where he or she will have regular time for prayer, support and fellowship.

### **The role(s)**

In founding the Weald Family Hub there are two posts available. The first is for one day per week and is for a Parent Support Coordinator to run Fegans' Parent Support Scheme. This post will be employed, supported and supervised by Fegans. There is a separate application form and selection process for this post. Details are available at [www.fegans.org.uk/jobs](http://www.fegans.org.uk/jobs)

The second is for two days per week, and is for the Weald Family Hub Coordinator. This post will be employed, supported and supervised by St Mary's Church.

These are two separate posts, under two separate contracts and employed by two different organisations. We are very open to them being done by 2 different people or by the same person. Please indicate clearly in a covering letter to your application for the Hub Coordinator post whether you are also applying for the Fegans role. If you are applying for both posts, you will need to complete both application forms.

### **The work plan**

The Hub is led by St Mary's Church, Goudhurst, where the post holder will be based. The Coordinator will work across the villages of the Weald in an area roughly delineated by Marden and Headcorn in the North, Benenden in the East, Sandhurst in the South and Lamberhurst in the West - about 15 villages in total.

The core work of the Hub will be:

1. To establish the Hub as a well known and respected local network of support for young people and families, connecting with churches, schools, families, health providers, statutory agencies and others with an interest in this field.
2. To set up parenting groups across the Wealden villages to provide parents with the opportunity to meet, to receive input and to discuss the joys and challenges of parenting.
3. To work closely with the Parent Support Coordinator as he or she recruits local people as volunteers to Fegans' *Parent Supporting Parents* Programme, arranges their training with Fegans and acts as the key support for them once they start. He or she will be the local contact for referrals to the scheme.
4. To develop a work plan for the next 3 years to establish the Hub and to develop plans for other services, beyond parenting support.

There is scope for significant future development for the Hub - and we have already made contacts with a range of local people, including mental health professionals, the police, education services and voluntary organisations as well as many local people who share the vision of lowering teenage mental illness and promoting flourishing families. We therefore expect the Hub and the Coordinator role to develop over time. The post holder will be key to shaping that future growth, and will become a crucial local focus for community action against mental illness.

*"Voluntary groups – set up to fulfil a local identified need – are often much more effective than statutory organisations and I think the combination of local schools, families, churches and Fegans working together should be very successful. The plan by the Weald Family Hub to provide professional counselling services to schools and support to parents and carers is just what's needed."*

*Rt Hon Greg Clarke MP*

## **Weald Family Hub Coordinator**

### **JOB DESCRIPTION**

The Weald Family Hub is a new initiative between the churches in the Weald, local communities and Fegans. This post is an exciting opportunity to be part of founding a new initiative with a vision to transform the lives of young people and families in the Weald. The Weald Family Hub has been founded and will be led by St Mary's, Goudhurst on behalf of the local churches and in partnership with Fegans.

<b>JOB TITLE:</b>	Weald Family Hub Co-ordinator
<b>LOCATION:</b>	Goudhurst & the villages of the Weald
<b>HOURS:</b>	15 hours per week, to be worked flexibly, and to include some evening and weekend work. We are open to this post being term time only.
<b>SALARY:</b>	£10,000 pa (pro rata)
<b>REPORTING TO:</b>	The Vicar of St Mary's
<b>LOCATION:</b>	Based in Goudhurst but with significant home working and travel around the Weald Villages
<b>DURATION:</b>	Three years fixed term

### **PURPOSE OF THE JOB:**

The job has three key elements

1. To establish the Weald Family Hub as a well known and respected local resource for parents and young people and to be a focus for a community response to the challenge of mental illness.
2. To recruit, train and support volunteers to run Parent Groups across the Wealden villages
3. To develop the work of the Weald Family Hub into other areas that support young people and their parents to live well in a complex world

### **MAIN DUTIES**

- To promote the vision and work of the Hub across the Weald, using a range of communication tools including social media, print media, giving talks, personal contacts and engaging with key partners working in the same field
- To develop and maintain networks and contacts with others in the area who have a care for young people and families and their wellbeing, and with those who bring expertise to these issues
- To develop excellent relationships with local churches, schools and community groups and to publicise and recruit local people from the Weald villages to lead parenting groups
- To research the resources available for parenting groups and to recruit, train, resource and support the teams running Parenting Groups across the Weald
- To publicise the Parenting Groups across the local villages, expanding over time the number and range of groups on offer each year
- Working with the team at St Mary's, other local churches and relevant experts, to lead the development of the vision, strategy and work plan for the Weald Family Hub

## PERSON SPECIFICATION

The post holder will need to show the following skills and characteristics:

### Essential

1. A passion and commitment to the wellbeing of young people and families
2. A high level of organisational skill and efficiency, including the ability to plan multiple events across multiple venues on limited hours.
3. The ability to work well with people of all backgrounds and the specific ability to manage and support volunteers
4. A very high level of commitment to the wellbeing of those they work with, including in Safeguarding and working with Vulnerable Adults, and a high level of commitment to confidentiality.
5. An active Christian faith and a commitment to the values and vision of Fegans and St Mary's, Goudhurst. Due to the core Christian identity of the Weald Family Hub, and the practical tasks that will arise from that identity, there is a genuine occupational requirement that the post holder be a Christian.
6. A high level of flexibility and adaptability and the ability to work both independently and as part of a team.
7. Excellent communication skills including in written and verbal formats.
8. A clean driving licence and access to a vehicle

### Desirable

1. Experience of working in mental health or with young people or families
2. Experience of working with and/or supporting volunteers
3. Experience of working in an environment that requires an understanding of Safeguarding
4. Experience of public speaking
5. Confidence in using a range of media, including print, broadcast and social media

## HOW TO APPLY

Please complete the application form available on the Church website at [gkchurch.org](http://gkchurch.org) or [bit.ly/wealdfamilyhub](http://bit.ly/wealdfamilyhub) or, to be sent a copy by post or email, please call 01580 211739 or email [hugh.nelson@ymail.com](mailto:hugh.nelson@ymail.com)

Your completed application should be sent to:

The Vicarage  
Back Lane  
Goudhurst  
TN17 1AN

Please make clear in a covering letter whether you are applying for the Weald Family Hub Coordinator post alone, or for the Parent Support Coordinator as well.

The closing date for applications is **9am Monday 24th September 2018.**

Interviews will take place in Goudhurst on **Thursday 4 October**

*I know & value the work of Fegans immensely. There can surely be no finer sign of the Church's commitment to the well-being of every person than to commit itself to join others in seeking to combat the rising levels of mental illness especially among young people.*

*Rt Rev Trevor Willmott, Bishop of Dover*

# APPLICATION FORM

THE VICARAGE, BACK LANE, GOUDHURST, TN17 1AN  
www.gkchurch.org.uk



Please note that, if applying for the Weald Family Hub Coordinator and the Parent Support Coordinator, you will need to fill in both forms, even where there is duplication of information. If you are only applying for one post, please make sure you use the relevant application form.  
Please return this form to:  
The Vicarage, Back Lane, Goudhurst, TN17 1AN

Position Applied For: <b>WEALD FAMILY HUB COORDINATOR</b>		
Surname:	Title:	First Names:  (Underline the name by which you want to be known)
Permanent Address:		Address for correspondence: <i>(if different from permanent address)</i>
Telephone: Day time telephone:	Mobile:	Telephone:
E-mail address:		
Do you hold a current valid driving licence?		
If so, how many years have you been driving?		
Do you have any endorsements on your licence?		

## EDUCATION AND TRAINING

### Secondary Schools

Dates From To	Names of Secondary Schools attended	Examinations taken and subjects passed

### Further and Higher Education

Dates From To	Name of college or University	Subjects Studied	Examinations: Passes & Grades

## Training – Technical, Professional or Occupational

Dates From To	Type of Training	Subjects Studied	College or Company	Qualification Gained

## Other

Please give details of any skills and/or experience gained, including voluntary activities and/or hobbies as appropriate

## EMPLOYMENT RECORD

### Current or Last Employer

Name of current or last employer:

Address:

Telephone:

Job Title:

Date of Employment From:

To:

Please list main duties and responsibilities:

Notice Required:

Reason for leaving (if appropriate):

May we contact you at work?

**We will not contact your current employer before you have accepted an offer of employment from us.**

## Previous Employment

Please give details of all posts you have held since leaving full time education, with the most recent first.

Date From To	Name of Employer	Position Held	Reason for Leaving

## CHRISTIAN BACKGROUND AND SERVICE

The Weald Family Hub is a Christian organisation, founded and run by the local church. The Hub Coordinator will need to represent and embody that identity. How do you feel about working for a Christian organisation?

## DISABILITY

If you have a disability, please tell us about any adjustments we may need to make to assist you at interview:

## CRIMINAL CONVICTIONS

Have you ever been convicted of any offence?

Are you currently, or think you may be charged with an offence?

If you have answered yes to either of these questions, please provide details and dates:

**Please Note: Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4 of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and you are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of the appointment to work with children and families within Fegans. Fegans will undertake Police checks as required, currently by way of an Enhanced Disclosure from the Disclosure & Barring Service. A copy of Fegans policy regarding the Recruitment of Ex-offenders is available on request.**



## REFERENCES

Please provide details of two people (not relatives) willing to act as referees on your behalf; one should be your present (or last) employer, or tutor if you have just completed your education, and one from your church minister or someone of similar standing who knows you in a professional capacity.

Name and Full Address and e-mail address	Occupation and Telephone Number	Relationship to you (i.e. Pastor, present/former employer)
1.		
2.		

## SUPPORTING STATEMENT

Please state concisely why you wish to be considered for The Weald Family Hub Coordinator post, commenting on any other factors which you feel are relevant. Please indicate what you perceive to be your personal strengths and weaknesses. If you need more space, please attached extra sheets as needed.

## DECLARATION

I confirm that the information I have given on this form is correct and complete to the best of my knowledge. I accept that if any information I have given is incorrect, or if information has been knowingly withheld, this may be sufficient grounds for cancelling any agreements made and I may be immediately dismissed.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_