St Stephen’s Church, Norwich

Job Description

Job Title: **Children's work Co-ordinator**

Location: **Based in the office in St Stephen’s church**

Responsible to: **Priest-in-charge**

Job purpose: **To develop and coordinate Children's activities with the purpose of encouraging families in the parish to become Christians and grow in faith**

Pay: £10,400 per annum - 20 hours per week

1. **Children's Work**
    a. Lead the development of St Stephens Children's work to engage with children and families in the parish and encourage them to grow in faith.
    b. Coordinate regular outreach activities making best use of the Cafe and building
    c. Provide outreach service to local schools and children centres
    d. Develop support group for parents as required by families engaging with outreach events
    e. Provide advice to Cafe; ministry group and others areas of the Church community in order to support the inclusion of children and families
    f. Safely recruit and manage volunteers for children's work

2. **Management**
    a. Seek regular feedback from participants and use to inform programme development
    b. Ensure all activities conform to Diocese and Parish Safeguarding Policy
    c. Work within budget and keep accurate records of income and expenditure
    d. Keep accurate records of activities and report regularly to PCC
    e. Ensure all evaluation and recording is completed in order to meet funding requirements
    f. Carry out risk assessments for all activities and ensure compliance with Health and Safety requirements

3. **General**
    a. Ensure close co-operation with Young Adults Worker and Café Manager
    b. Continue to develop own Christian faith, and use prayer and teaching to encourage volunteers and participants.
    c. Other jobs, within reasonable boundaries, requested by the treasurer, fabric officer, churchwardens or minister

<u>Christian ethos</u>

1. When representing the church, accurately reflect the Christian faith-based motivation of the St Stephen's community.

Equality and Diversity

1. To ensure that the importance of equality and diversity is reflected in all areas of the post holder's duties.

To carry out any other tasks that may be required from time to time in accordance with the post holder's capabilities and the changing working environment.

ENVIRONMENT

Risk

The Children's worker will at times be working with the general public so the potential risk is assessed as being medium.

PERSON SPECIFICATION

Job title: Children's Work Coordinator

Responsible to: Priest in charge

Requirement	**Essential**
Knowledge	
K1 Literate and numerate	☐
Skills	
S1 Interpersonal skills, sufficient to communicate effectively and build strong working relationships with a wide range of volunteers and congregation members	☐
S2 Good written and verbal communication skills	☐
S3 Good organisation, planning and time management skills	☐
S4 Able to work flexibly and productively with minimum supervision	☐
Experience	
E1 Experience of working with children	☐

E2 Experience of managing people	
E3 Experience of organising events	
Education	
Q1 GCSE or equivalent in Maths and English	
Q2 Qualification in Child Development / Health and Social Care / Children's ministry / Youth Work	Desirable but not essential
Christian Ethos	
V1. Genuine occupational requirement to have Christian faith.	
Personal Qualities	
P1 Tolerance, patience and ability to deal with competing complex issues.	☐
P2 High levels of honesty, integrity and discretion	☐
Health	
H1 Able to meet the requirements of the post	☐
Equality and Diversity	
O1 An understanding of equality and diversity	☐