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| **Job title** | **Childrens Worker** |
| **Reporting to: Location: Employment basis:** | Contract for 1 year: Starting August 2019  Hours of work here Part time: 10 Hours per week term time & 6 hours per week during school holidays. |
| **Main purpose of job** | To coordinate & promote childrens activities up to school  Year 6 that facilitate the mission and ministry of xxx |
| **Key tasks/Duties:**  1.  2. | **To provide & run a mid week childrens club night during term time (Monday Club)**   * Manage all administration concerning this group including rotas, programmes, publicity, registration forms and registers. * Ensure all materials and adequate resources are available and stored appropriately. Replenish as needed. * Manage the finances relating to Monday club to fund resources. * Ensure adequate staffing levels and recruit new volunteers as needed within the church’s safer recruitment policy. * Provide spiritual direction for the children. * To maintain contact information on Monday club members in line with church DPS policy.   **To facilitate age appropriate childrens groups on Sunday mornings.**   * Manage all administration concerning Sunday Special including rotas, programmes, publicity, registration forms and registers. * Oversee & coach leaders on at least 2 Sundays each calendar month. * Ensure all materials and adequate resources are available and stored appropriately. Replenish as needed. * Work within an agreed annual budget framework. * Ensure adequate staffing levels and recruit new volunteers as needed within the church’s safer recruitment policy. * Managing a team of volunteers to ensure the   childrens work is of a good standard and in line with the mission of the church. |

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| 3.  4.  5. | * Manage the transition to the next groups and especially in partnership with the Youth Pastor.   **Organise two All Age services a year in partnership with the Youth Pastor.**   * To include the All age Christmas service.   **Develop and maintain a profile at church services, events and activities with regular communication to the church**   * Present updates at church as requested * Maintain and update display board   **Meet at least monthly with the Pastor** |
| Date Issued: |  |
| Updated by: |  |
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