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| **Job title** | **Childrens Worker** |
| **Reporting to: Location: Employment basis:** | Contract for 1 year: Starting August 2019Hours 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 schoolYear 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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