

Wimbledon Children's Leader (0-11s)



Job Description

Main Purpose of the Role

To lead and shape the Everyday Kids & Creche ministry in Wimbledon for 0-11 year-olds. Aiming to make our 0-11s provision on Sunday morning a fantastic 60 minutes of a child's week. To support, train & equip our team of volunteers and team leaders, and to lead by example as a hands-on leader within Everyday Kids (4-11s).

Reports to:	Wimbledon Venue Leader or Assistant Venue Leader
Liaises with:	Wimbledon Eldership Team, Everyday Staff Team, Volunteer Leaders, Parents
Place of work:	Everyday Church Wimbledon venue building. You may be required to work at other Everyday venues or other locations from time to time.
Days/Hours:	This position is part time for 24.5 hours per week. Sundays and Tuesdays would form part of the core hours, and this role also requires evening commitments for out of hours meetings.
Salary:	£19,145.37 per annum (FTE £27,350.53)

Key Responsibilities

- Lead and shape the Wimbledon 0-11s Ministries, with direction from the Wimbledon Venue Leader and the Wimbledon Venue Leadership Team
- Oversee all aspects of Everyday Kids & Creche on Sunday mornings, including the large-scale celebration times and the small group activities, and help shape and provide resources for all-age services.
- Lead, coach and develop the volunteer Kids & Creche team and leaders.
- Develop Schools work, holiday clubs or other outreach work to draw non-church children into our 4-11s ministry.
- Offer help, direction and coaching to 0-11s leaders at other Everyday venues, particularly to support the relaunch of Everyday Church Kingston.
- Help parents to shepherd their children well, through excellent communication and the provision of helpful resources.
- Plan and write out curriculums suitable for different age group and abilities.
- Work with the Venue Leadership Team to recruit a team of volunteers and help build towards having Creche & Kids work every week.
- Be the point person in training and supporting the 0-11s volunteer teams.
- Ability to delegate effectively to ensure involvement in the wider church.
- Ensure the children who attend Everyday Kids are as well disciplined as the adults.
- Be up front in Everyday Kids, leading from the front and being hands-on. Leading one of the teams and being available on other weeks if required.
- Develop a culture of prayer across Everyday Kids, and be a key voice to represent Everyday Kids & Creche into the wider prayer settings of Everyday Church Wimbledon.
- Utilise Comms & Social Media to communicate and connect with parents and to create a buzz about Everyday Kids.
- Create regular reports for the Wimbledon Venue Leadership Team, and make sure all records are kept in order, up to date, and compliant with GDPR.
- Ensure all policies are adhered to both personally and across Everyday Kids & Creche.
- Oversee the Everyday Kids & Creche rotas and make sure we have all resources necessary to run these ministries well.
- Facilitate an excellent transition from Creche to Kids, and work with the Youth Leader to achieve the same from Kids to Youth.

Line Management

There are no line management responsibilities associated to this post at the present time. However, in the future there may be a need for this post to line manage Leadership Interns or Impactor.

Key Meetings/Commitments

- Venue Leadership Team
- Personal Line Management
- Everyday Staff
- Sunday Services
- Prayer Meetings
- Kids Leadership team meetings

Other

As a charitable Christian organisation, the post holder must be committed to and embrace Everyday Church's ethos. This post has been identified by the employer as one which has an Occupational Requirement to be filled by a Christian under the provisions of the Equality Act 2010 Schedule 9 Part 1 section 3.

The post holder will, at all times, carry out his/her responsibilities with the utmost respect for the protection of children, young people and vulnerable adults in accordance with the church's Safeguarding Policy.

This position is conditional on provision of our Safer Recruitment policy, which includes receiving two references and an enhanced DBS Certificate. You will also need to provide documentation to complete the mandatory Right to Work Checklists.

The post holder is expected to ensure that the church Pastoral Care, Safeguarding, Finance, Data Protection and Health & Safety policies are adhered to personally and across all work in the Safeguarding Team.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none">• Education to "A" level or equivalent.• High level of English, both written and verbal.• Good level of numeracy.• A passion for God, love of His Word and a commitment to spend quality time in study.	<ul style="list-style-type: none">• Education to degree level or equivalent.• A qualification relating to kids work.• Some level of theology training
Experience	<ul style="list-style-type: none">• Proven experience of working in Kids Ministry• Proven experience of Team Leadership, and Team Building• Proven experience of working with Microsoft Office or equivalent	<ul style="list-style-type: none">• Proven experience of leading outreach projects, kidsclubs, schools ministry or similar• Experience working in charity or church sector• Proven experience in seeing children respond to the gospel & be filled with the Holy Spirit
Skills/ Abilities	<ul style="list-style-type: none">• Proven ability to plan effectively• Able to manage personal workload, manage priorities and meet deadlines• Excellent presentation skills across a wide range of audiences (1 to 1, small group, church services etc)• Able to deal with confidential information• Some knowledge of Safeguarding and Safer Recruitment• Some knowledge of health & safety and risk assessments	<ul style="list-style-type: none">• Some knowledge of ChurchSuite• Good knowledge of Safeguarding and Safer Recruitment• Good knowledge of health and safety and risk management• Some knowledge of GDPR legislation and practical implications• Able to create high quality resources for training, teaching, discipling for children and parents• Able to project manage

	<ul style="list-style-type: none"> • Able to understand policies & procedures and able to assist volunteers in working within their framework • Has good knowledge of the Bible and able to use it to appropriately encourage and disciple others • Able to plan and write curriculums suitable for different age groups and abilities 	<ul style="list-style-type: none"> • Able to master new office systems and software • Ability to recognise and develop the gifts of others
Personal Qualities	<ul style="list-style-type: none"> • A self-starter with ability to lead, motivate and develop others • Integrity, flexibility, team player • Excellent interpersonal skills • Able to relate well to people at all levels of the organisation and outside • Confident in their own faith, and demonstrates a depth of relationship with God which is reflected in their lifestyle • An encourager of others • Flexibility to work evenings and weekends • Willing to sign the Evangelical Alliance Statement of Faith and be committed to the outworking of Everyday Church's Mission, Values and Beliefs 	<ul style="list-style-type: none"> • Able to inspire others to pray meaningfully for kids ministry • Able to communicate clear and passionate vision for Kids Ministry