

JOB DESCRIPTION

POST TITLE	Children's Worker (Peterborough) with a focus on <i>Early Years</i> curriculum
TEAM	Children's Team
RESPONSIBLE TO	Assistant Head of Children's Team (AHOCT)
RESPONSIBLE FOR	Mid-week office volunteers and children's ministry volunteer team (Peterborough)
WORKING HOURS	37.5 hours a week 5.5 hours on three out of four Sundays per month, the remaining 32 hours worked Monday to Thursday with a 30 minute unpaid lunch break each day. On the week when Sunday is not worked, 5.5 hours will be worked on the Friday.
SALARY	£25,893 - £27,834 for 37.5 hours a week (depending on experience) £27,619 - £29,690 FTE salary based on 40 hours a week.

JOB PURPOSE

In liaison with the Assistant Head of Children's Ministry (AHOCM) and Head of Children's Ministry (HOCM), be responsible for writing *Early Years* curriculum for multi-site groups including the KingsGate online service. Coordinate and inspire a talented team of Peterborough volunteers to encourage the spiritual development of our *KingsGate Kids*. Also work with the team to develop and oversee outreach and additional special events within the Peterborough area.

KEY ACTIVITIES

Peterborough Team

1. Work with the Assistant Head of Children's Ministry (AHOCM) in recruiting, training and equipping volunteer leaders, including those serving in weekend service teams as well as mid-week volunteers.
2. Identify, develop and release *KingsGate Kids* session leaders.
3. Oversee and provide support to the weekend service teams, including the coaching of session leaders and providing training opportunities through team meetings and via the eLearning platform.
4. Coordinate children's volunteer teams for weekend services in the Peterborough campus.

5. With the support of the children's department administrator, ensure there are adequate children's teams for weekend services.
6. Ensure, where possible, *Additional Needs* support for KingsGate Kids is available.
7. Liaise with parents, when necessary, to build relationships and answer queries.
8. Oversee mid-week volunteers, ensuring workload is appropriate to their skills and time available.

Managing programme

9. In liaison with AHoCM, write and develop creative *Early Years* weekend service programmes for all KingsGate campuses, including the online service.
10. Oversee the implementation of the weekend service *Early Years* programme.
11. Work with AHoCM and mid-week volunteers to help produce materials and ensure resources are in place for weekend activities in all KingsGate campuses.
12. Provide AHoCM with multisite weekly statistics to facilitate a monthly report for the Head of Children's Ministry.

Child Safety

13. Undergo Safeguarding Coordinator training to ensure that KingsGate Community Church's child protection policy and procedures are adhered to.
14. Ensure health and safety standards are maintained, including child to adult ratios during weekend service sessions.
15. Maintain a valid certificate in paediatric first aid.

Special events and outreach

16. In liaison with the AHoCM, help develop and support KingsGate Kids' outreach ministry and special projects in Peterborough and other KingsGate campuses, where appropriate.
17. Work with the children's creative team to produce an innovative programme for special events, such as Easter and Christmas, across all KingsGate campuses.
18. **Support AHoCM in setting and managing the overall budget for the Children's Team.**
19. **Be an effective internal and external ambassador for KingsGate, promoting the organisation's vision and values, positive corporate reputation through active partnership with other relevant stakeholders.**

20. **Positively manage your own personal development to make sure you maintain the technical and professional competence required to effectively perform your role and meet the standards of the organisation.**
21. **Positively manage the training and development of the team's staff and volunteers to make sure they maintain technical and professional competence and meet the standards required by the organisation.**
22. **Promote positive communication across the organisation, encourage constructive relationships and develop staff feedback methods.**
23. **Demonstrate a commitment to Safeguarding by reading, understanding and personally applying the safeguarding policy and procedures, undertaking safeguarding training and ensuring any incident is reported immediately.**
24. **Identify, assess and manage potential risks involved in work activities and processes.**
25. **Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive and could be damaging to the organisation's reputation or business.**
26. **Record and use information in accordance with KingsGate procedures and legal requirements i.e., Data Protection.**
27. **Make sure health and safety requirements are met within the team.**
28. **Adhere to the Vision and Values of KingsGate.**
29. **Perform any other tasks that may arise from time to time which are appropriate to this level of post.**

All Staff at KingsGate have the activities shown in bold included within their job description.

This job description was reviewed by the Head of Children's Ministry in June 2022.