

Job Specification: Schools and Children and Families Worker

About Bridge Builders

Bridge Builders Christian Trust works in partnership with primary schools and churches in Stevenage and the surrounding area to provide:

- opportunities for children to **ExploRE** the Christian faith through assemblies and class work
- opportunities for class visits to local churches for themed events such as **The Easter Journey and The Christmas Journey**
- early prevention Mentoring And Pastoral Support (**MAPS**) for vulnerable children through one to one, small group and whole class activities

Key responsibilities for the role

- Oversee the day to day organisation, preparing and running of ExploRE lessons and assemblies. This includes writing new material where required
- Ensure the RE curriculum is built into all ExploRE Lesson projects
- Provide oversight of volunteers and their roles within lessons and assemblies projects
- Liaise regularly with church ministers and schools
- Attend staff meetings and when requested occasionally attend trustee meetings
- Take part in, and support, The Easter & Christmas Journeys including attending the training sessions for those events
- Support the Administration team re bookings, newsletters, and collection of outcome data etc

About St Nicholas Church

St Nicholas is a growing evangelical church seeking to proclaim the unchanging message of God's love and mercy revealed in the Bible and through Jesus Christ. We are seeking to encourage all our members, from the youngest to the oldest, to become faithful disciple-making-disciples of Jesus, growing in faith and love and in the knowledge of the God revealed in the scriptures.

Key responsibilities for this role

- Coordinate and develop our Sunday morning children's work by (for example):
 - Working with group leaders to deliver an effective Bible-based and Jesus-centred curriculum and ensure the work is properly resourced
 - Ensuring that team members receive appropriate training and encouragement and that new team members are recruited and inducted properly

- Work with the Rector and others on our fortnightly 'Church:Reloaded', taking an active part in the planning and delivering of some services.
- Through friendship, home visits, Baptism preparation classes and training events, work with the Rector and others to encourage our young families as they bring their children up to trust in Jesus.
- Plan, coordinate and run an annual summer holiday club for primary school aged children.
- Be our coordinator when we host Easter and Christmas Journeys.
- Work with the Rector and PCC (as a co-opted member) to ensure that our Mission Action Plans takes account of the needs of our children and young families.

Personal Profile:

The successful candidate will have strong Christian faith and a desire to see children explore and come to find a personal faith in Jesus. This role requires a highly committed and motivated person who is able to work on their own initiative. They must be able to write and run lessons and assemblies, and be able to work as part of a team. A wide range of good communication and administrative skills are essential and good IT skills are highly desirable. Experience of working in schools, as well as a willingness to undertake further training is essential.

Additional relevant information

There is a genuine occupational requirement that the post holder is a Christian in accordance with the Equality Act 2010 Schedule 9, Part 1.

Conditions of service:

Salary: £15000 p.a.

Notice Period: 1 month

Hours per week: 30 during term time and 8 hours outside term time

Disclosure check:

This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

Equal opportunities:

Bridge Builders and St Nicholas Church is an equal opportunities employer offering appropriate training and development opportunities to all employees and volunteers.

Bridge Builders Christian Trust

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