

Wimbledon Kids Ministry Leader



Job Description

Main Purpose of the Role

To lead and shape the Everyday Kids ministry in Wimbledon for 4-11 year olds, with the aim of making Everyday Kids on Sunday mornings the best 90 minutes of a child's week. To support, train & equip our team of volunteer kids' workers, and to lead by example as a hands-on leader within the ministry.

Reports to:	Wimbledon 0-18s Point Leader
Liases with:	Wimbledon Eldership Team, Everyday Staff Team, Volunteer Leaders, Parents
Place of work:	Everyday Church Central Office in Wimbledon. You may be required to work at other Everyday venues or other locations from time to time.
Days/Hours:	This position is for 3 days a week (21 hours), to be worked on Sundays, Tuesdays, and another day as agreed in advance with the Line Manager. This role requires evening commitments for out of hours meetings to be included in these hours. This is a permanent position with a probation period of 3 months
Salary:	£10,800-£14,400 per annum (FTE £18k-24k)

Key Responsibilities

Wimbledon Everyday Kids Leader

- Lead and shape the Wimbledon 4-11s Ministry, with direction from the Wimbledon 0-18s Point Leader and the Wimbledon Venue Leadership Team
- Oversee all aspects of Everyday Kids on Sunday mornings, including the large-scale celebration times and the small group activities, and help shape and provide resources for all-age services.
- Help parents to shepherd their children well, through excellent communication and the provision of helpful resources.
- Recruit, train and support our team of Everyday Kids volunteers.
- 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.
- Ability to delegate effectively to ensure involvement in the wider church.
- Develop a culture of prayer across Everyday Kids, and be a key voice to represent Everyday Kids 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.
- Facilitate excellent transition for 11-year-olds from Everyday Kids into Youth.
- 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 rota and make sure we have all resources necessary to run an outstanding kids ministry.

Wider Responsibilities

- Oversee & coach the volunteer Creche Leader.
- Attend Tuesday staff meetings, and other leadership gatherings as requested.

Potential Future Areas of Growth

- Oversee Schools work, holiday clubs and other outreach work to draw non-church children into our 4-11s ministry.
- Offer help, direction and coaching to Kids leaders at other Everyday venues.

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.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none">GCSE or equivalent including Maths and EnglishWilling to undertake relevant training as necessary	<ul style="list-style-type: none">Education to degree level or equivalentSome qualification relating to children's educationSome level of theology training
Experience	<ul style="list-style-type: none">Proven experience of working in Kids MinistryProven experience of Team LeadershipProven experience of working with Microsoft Office or equivalent	<ul style="list-style-type: none">Proven experience of leading Kids outreach projects, kidsclubs, schools ministry or similarExperience working in charity or church sectorAble to master new office systems and software
Skills/Abilities	<ul style="list-style-type: none">Proven ability to plan effectivelyAble to manage personal workload, manage priorities and meet deadlinesAble to relate well to people at all levels of the organisation and outsideExcellent interpersonal and presentation skillsAble to deal with confidential informationSome knowledge of Safeguarding and Safer RecruitmentAble to understand policies & procedures and able to assist volunteers in working within their framework	<ul style="list-style-type: none">Some knowledge of ChurchSuiteGood knowledge of Safeguarding and Safer RecruitmentSome knowledge of health and safety and risk managementSome knowledge of GDPR legislation and practical implicationsAble to create high quality resources for training, teaching, discipling for children and parentsAble to project manage
Personal Qualities	<ul style="list-style-type: none">A self-starter with ability to lead, motivate and develop othersIntegrity, flexibility, team playerWilling 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 ministryAble to communicate clear and passionate vision for Kids Ministry