

JOB DESCRIPTION

The Role

Role Title:	Kids Work Lead
Role Overview:	To lead and develop the kids work and related teams at Grace Church.
Purpose:	To invest in our children through facilitating discipleship, kids groups and outreach, supporting the families who are part of or engage with Grace Church.
Location:	Grace Church Nottingham, The Ministry Occasional working from home can be arranged.
Responsible to:	Emily Topliss
Terms and Conditions:	• 20 hours per week • Working hours to include 5 hours on Sunday mornings • Contract length: Permanent, subject to 3-month review period • Salary: £28,350-£32,893 pro rata, depending on experience • Pension: 4% employer contribution • Annual leave: 25 days per year, pro rata • This post is subject to an Enhanced DBS Disclosure

Core Responsibilities

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| 1. Organise & plan Grace Church Kids sessions | <ul style="list-style-type: none">• Decide on and plan core elements of the Grace Church Kids teaching curriculum• Oversee team recruitment and succession planning for group leaders• Plan and facilitate Sunday morning Kids sessions• Manage the Kids budget• Line-manage the Kids Events & Admin worker |
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| 2. Oversee Kids events | <ul style="list-style-type: none">• Carry the responsibility for larger kids events, including Christmas, Easter, Light Party & Kids' Club, working through the Kids Events & Admin worker• Develop the evangelistic opportunities of kids ministry, e.g. schools outreach• Liaise with other Grace Connection churches on Grace Connection Kids activities, e.g. Together Weekend |
| 3. Communication, leadership & discipleship | <ul style="list-style-type: none">• Implement the church's vision within our Kids Ministries• Being an advocate for kids and families within the church• Consider additional support needed for children/families who would benefit from it• Communicate with families who are part of Grace Church or engage with Grace Church kids work• Pray for kids' volunteers & team, the kids work programme and the children and their families• Take the necessary training to keep up to date with developments in Safeguarding• Link in with other kids' workers from city centre churches to share ideas and learn from them |

General Responsibilities

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| Team responsibilities: | <ul style="list-style-type: none">• Attend weekly Staff Prayer and team meetings, including being on the rota to lead Staff Prayer occasionally• Participate in and contribute to regular line management meetings, including Annual Reviews• Commit to personal development through reading and training• Undertake any other duties that may be reasonably required by this post holder |
| Personal responsibilities: | <ul style="list-style-type: none">• Set time aside to pray and study in order to continue to foster and grow a personal relationship with God• Lead people through being a good example in all areas• Manage workload in a timely and efficient manner |
| Opportunities to Develop / Training: | <ul style="list-style-type: none">• You will be required to undertake regular Safeguarding Training• First Aid• Food Safety Level 2 |

PERSON SPECIFICATION

	Essential	Desirable	Evidenced by
Knowledge & Experience:	Experience of working with children in either a paid or voluntary capacity Leadership experience A good understanding of the UK school system Good number literacy	Experience in safeguarding children Experience of leading through team	Interview, CV
Technical Proficiency:	Able to learn and adapt to new systems and processes	Familiar with Microsoft Office suite of programmes	Interview
Communication Skills:	Strong written, spoken and presentational skills Good and active listener Empathetic and adept at facilitating sensitive or uncomfortable conversations Experience of delivering talks or presenting to both children and adults		Interview
Personal Attributes / Character:	Creative problem solver Reliable & punctual Self-starter and with proven ability to manage own priorities Proven ability to deliver to deadlines and service competing demands A good team player Willingness to learn and grow Evidence of significant growth in personal discipleship	Thrives within a flexible working pattern	Interview, CV / cover letter
Occupational Requirements	There is an Occupational Requirement for the postholder to be a practicing Christian who agrees with our vision and values and Family Framework (www.gracechurchnottingham.org/) The post is subject to an Enhanced DBS disclosure	Driving licence & vehicle	