



St Paul's West Hackney

Sunday Club Leader & Co-ordinator Job Description

Application deadline 28 July 2017

*If you would like to know more about this post, please contact
niall.weir@mac.com*

*If you would like to apply, please contact niall.weir@mac.com,
stating why you would be interested in the post and why you believe that you meet
the criteria as set out in the Person Specification*

Interview day 1 August 2017

Job Title	Sunday Club Leader & Co-ordinator
Employed by	St Paul's Church, West Hackney
Salary	£5,500 pa
Period of contract	1 Year - reviewable
Accountable to	The Rector, St Paul's West Hackney
Work Base	St Paul's West Hackney, Amhurst Road, London N16 7QB

The purpose of the post is:

- Develop the work of St Paul's West Hackney Sunday Club
- Lead Sunday Club sessions during Sunday Worship, with the exception of Holy Communion for Children of All Ages on the 1st Sunday of the month
- Devise, plan and write up a creative and Bible-based Sunday Club syllabus
- Organise and deliver a series of Sunday Club trips and extra activities
- Recruit, train and organise volunteers to assist in the delivery of the above
- Work with the Rector to ensure the well-being of children under 16 at St Paul's Church

Other Responsibilities

- Liaise with other church members as required
- Attend PCC and other church meetings as required
- Produce written reports about the work
- Act as an advocate for children and their needs in partnership with the Children's Champion

Support and Supervision

- The successful applicant will meet monthly with the Rector of St Paul's West Hackney and will work under his direction.
- Appraisal will take place initially after 6 months and then annually before review.

Person Specification

Personal Qualities Required

- Good communication skills
- Leadership skills
- Diplomacy skills
- Team player
- Initiative and enterprise
- Adaptability
- Reliability
- Resilience
- Creativity

Essential Requirements

- Experience of working with children
- A personal commitment to the vision, work and mission of the church
- An understanding of, and commitment to, the vision and values of St Paul's West Hackney
- Good Bible knowledge with the skills to share this appropriately with children
- Ability to develop and nurture Christian faith in a fun and relevant way
- Proven track record for developing and sustaining ministry to children
- A working knowledge of Safeguarding issues
- An understanding of issues facing children and families in a multi-cultural and urban environment
- Confidence in leading groups of adults and children
- I.T. skills
- Excellent organisational skills
- A willingness to learn and be developed; attending Safeguarding and professional development opportunities where appropriate.

Desirable

- Ability to think theologically
- Experience of working with young people
- Good administrative skills
- Understanding of project evaluation and reporting
- Ability to lead children's worship when required.

There is a genuine occupational requirement for the successful applicant to be a committed Christian.

The parish of St Paul West Hackney is committed to safeguarding and promoting the welfare of all those who are vulnerable. We expect all of our staff and volunteers to share this commitment. This post is subject to a Disclosure and Barring Service disclosure and identity check. Appointment will be dependent upon a satisfactory Enhanced DBS Check and satisfactory references.

Applicants must be legally entitled to work in the UK.

Candidates proposing to job share will be considered.

Welcome to St Paul's Church, West Hackney.

We extend a welcome to St Paul's to those who are single, married, divorced, widowed, lesbian, gay, bisexual, transgender, intersex, gender fluid, filthy rich, comfortable or dirt poor.

We welcome wailing babies and excited toddlers. We welcome those who sing like Adele and those who just growl quietly to themselves. We welcome those who are just browsing, have just woken up or have just been released from prison.

We welcome those who attend church more than the Archbishop of Canterbury and those who have not darkened the doors of a church since they were on the way home from that Christmas party ten years ago.

We welcome those who are over 60 but haven't quite grown up and to teenagers who seem to be growing up too fast. We welcome those who are in recovery or who are still addicted.

We welcome those who are having problems, down in the dumps, angry with God or who don't like 'organized religion'. We're not that struck on it either.

We welcome those who work too hard, those who don't work, can't work, can't spell, feel they aren't very good at stuff or are here because their mother is visiting for the weekend and it's more than their lives are worth not to go to church with her and look as though they're enjoying themselves.

We welcome those who are inked, pierced or both. We welcome to those who could use a prayer right now, who have screwed up monumentally or who'd like to light a candle but don't quite know why.

We welcome those who find the whole idea of God a bit odd, who've been damaged by religion, who've had religion shoved down their throats as children and those who've wound up here by mistake.

We welcome pilgrims, tourists, migrants, asylum seekers, neighbours, explorers, doubters and those who prefer to travel rather than to arrive.

God - however you perceive him, her or it - welcomes you and we at St Paul's will try our level best to do the same.

