

# Children & Youth Coordinator/Administrator Job Description

## Role Summary

This role offers an opportunity to help children & young people grow in their Christian faith through the coordination and administration of the volunteer teams at St Mary Hampton church.

## Duties and Responsibilities

### *Children & Youth Co-ordination*

- Organise volunteer rotas for children's and youth activities at Sunday services and for midweek groups
- Identify appropriate teaching materials for Sunday Children's & Youth groups (eg Urban Saints *Energize*)
- Communicate with volunteers to enable them to prepare for Sunday Children's and Youth groups
- Arrange dates, volunteers and logistics for children's and youth social events
- Approximately once a month, attend Sunday children's and youth groups to get to know the volunteer team and observe sessions in practice
- Arrange regular feedback and review meetings for children's and youth volunteers

### *Children & Youth Administration*

- Order materials and supplies as necessary for children's and youth work
- Keep church database updated with children's and parents' details
- Use the church database to register attendance at children's and youth activities
- Communicate regularly with parents about planned children's and youth activities
- In conjunction with the Parish Manager and Parish Safeguarding Officer, ensure that all volunteers are DBS-checked and have completed the relevant safeguarding training
- Arrange appropriate training events for volunteers/parents, and signpost to training available elsewhere
- Update church website and social media regarding children's and youth activities at St Mary Hampton

## Person Specification

- Highly motivated to see children and young people grow in their Christian faith
- Competent IT skills and proficient with social media
- Good interpersonal skills
- Clear verbal and written communication skills
- Good organisational skills
- Able to work independently and manage deadlines
- Able to work well in a team
- Awareness of safeguarding principles relating to children's and youth work

Location	Flexible working from home or church (as appropriate for tasks)
Hours	20 hour worked flexibly and agreed with line manager Monthly Sunday attendance and occasional evening work
Line Management	Vicar (or another member of the ministerial team)
Pay	£14,000pa (£28,000pa FTE)
An Occupational Requirement exists for the post-holder to be a practicing Christian in accordance with the Equality Act 2010.	
Appointment will be dependent upon successful DBS checks and references.	