

Community, Children & Youth Operational Support

Employment Type: 0.4 FTE (Two days a week, some flexibility for evenings and weekends may be required and some or all Sunday mornings).

Responsible to: The PCC of St Peter de Beauvoir

Salary: £12,000 per annum

Duration: Two-year fixed term, renewable for two further years with available funding.

Purpose of role: to provide operational support to the community and youth activities of St Peter de Beauvoir and areas of St Peter's work amongst low income and estate communities, including our Community Organising, Crafty Church, Warm Welcome and Parish Nurse projects, and other community and children-focussed activities.

This role includes responsibility for co-ordinating volunteers for Crafty Church, our primary-school aged children offer and occasionally leading Crafty Church activities dependent on volunteer recruitment and availability.

Application is via Application Form

Deadline: Friday 8th November 5pm

Interviews: Tuesday 12th November between 9am and 4pm

Job Summary:

The Community, Children and Youth Operational Support role is an exciting opportunity that aims to support the projects in the life of St Peter's which may particularly serve those from estate and low income communities in the parish of St Peter de Beauvoir Town. This role has been enabled by a grant from the Hackney & Islington Programme and supports the Diocese of London 2030 vision. This role is line managed by St Peter's Community Organiser.

The successful candidate will:

- Be a gifted administrator
- Have experience of organising events and project-management
- Have experience of working with children and young people, especially in Church or Church Primary school contexts
- Have a passion for connecting Church activities with those who may have previously been marginalised from the life of the Church, especially amongst low income and estate communities

Main Duties

- to provide operational support to St Peter's Community Organiser and other staff members
- to convene and provide support to volunteers to lead Crafty Church sessions each Sunday morning during school terms, and to lead Crafty Church sessions on a regular basis as necessary depending on the availability of volunteers
- to undertake report writing and provide financial administration as necessary for the Hackney and Islington Programme within St Peter de Beauvoir Town
- to provide operational support as appropriate to Warm Welcome, Parish Nursing, and other community and children-focussed activities

- to undergo community organising training (if not done so already) in order to be able to assist in the training of local leaders and congregation members in community organising
- to support convening small groups and local actions to discern and meet identified need to enable action to be taken together to deliver social and community change
- to support the creation of spaces and opportunities to meet spiritual needs of residents of estates and low income communities in addition to signposting to existing services and activities currently taking place at St. Peter's.

Person Specification

Essential:

- Experience of working with children and young people
- Experience of safeguarding best practice and experience of implementing safeguarding policies
- Experience of working with and developing the leadership potential of volunteers
- Experience of recruiting with new, and working with existing, volunteers
- Experience of setting up a new or consolidating an existing project
- A working knowledge and good understanding of St Peter de Beauvoir and its communities (or a similar community and clear desire to do so locally)
- Ability to organise yourself and others and to work responsibly in an unstructured environment
- Ability to plan and organise to deadlines
- Ability to work with and relate to all types of people

Desirable:

- Experience of or willingness to explore Community Organising methodology
- Experience of leading worship and other activities amongst children and young people
- Experience of report writing for funders or funding bodies
- Experience of budget reporting and management

The Equality Act 2010 Schedule 9 part 1(1-3) applies to this post. The post is restricted to practicing Christians as leading worship activities for children and young people, and devising opportunities for prayer are part of the responsibilities of this role. The Community, Children and Youth Support role holder will be required to undertake a satisfactory Enhanced DBS check. The above list of tasks is not intended to be exhaustive and may be subject to change, which will be done in discussion with the post holder and line manager.