

JOB DESCRIPTION

1 JOB DETAILS

Job Title	Children and Young Church Co-ordinator	Line Manager	Rector
Location	Christ Church or as required		
Hours	10 hours per week		
Occupational Requirement	Required to have a genuine and active Christian faith and commitment		

2 MAIN RESPONSIBILITIES

- To work with the Rector, Associate Rector, Vestry, staff and volunteers to co-ordinate and develop the programme for children and young people (ages 0-15) at Christ Church.
- To recruit, train, supervise and facilitate a team of volunteers to deliver the activities, events and ministry involving children and young people.
- To be responsible for all relevant rotas and schedules for volunteers to ensure sufficient staffing and resources for all activities and events involving children and young people.
- To prioritise the safeguarding of children and young people, and work with the Rector and PVG Co-ordinator (and any other relevant staff and volunteers) to ensure that all necessary legal and SEC requirements in relation to working with children are satisfied.
- To be responsible for all relevant health & safety compliance and risk assessments for events and activities involving children (including the Children's Choir).
- To manage the budgets for activities and events for children and young people and liaise with the Treasurer and Church Manager, reporting to Finance and Management Committee.
- To be the principal point of contact for families with children, to provide a welcome to new and visiting families, and to provide regular information and communications about activities and events.
- To attend monthly meetings with the Rector and report to Vestry and subcommittees as required.
- Undertake training and attend diocesan and ecumenical events/meetings as agreed with the Rector.

3 SPECIFIC RESPONSIBILITIES

- Young Church on Sundays: To ensure the delivery of Young Church every Sunday morning during term time, during the 10am Eucharist, overseeing the volunteer team and ensuring that Young Church has sufficient staffing and resources.
- Creche on Sundays: To ensure the provision of creche facilities during the 10am Sung Eucharist during term time, overseeing the volunteer team and ensuring sufficient staffing and resources.
- Midweek activities: Working with other churches in the Edinburgh South Area, to develop midweek activities for pre-school children and their parents. During the first 3 months of the post, proposals to be developed with other SEC churches and ecumenically, in consultation with the Rector and Vestry, with a view to implementing those proposals in early 2025.
- Holiday Club: To plan, staff and deliver a holiday club in one week of the summer holidays.
- Young people: To plan, staff and deliver regular activities for senior school age children / teenagers and to organise at least one event per term (3 per year) for this age group.
- Children's Choir: To liaise with the music staff and support them in the oversight of volunteer chaperones and any safeguarding, health & safety and risk assessment requirements.
- Services: To work with the Rector / Associate Rector and other staff and volunteers in organising all-age worship, including services at Christmas and Holy Week/Easter, Sung Eucharists with Young Church (3 per year) and any other special services involving children.
- Other activities: To oversee the organisation of regular social events focussed on children ensuring sufficient staffing and resources.

4 KEY CONTACTS AND RELATIONSHIPS

- Rector – regular contact to ensure effective communication and efficient operation of the role
- Associate Priest and Director of Music as required
- Treasurer, Vestry members and PVG Co-ordinator
- Members of the congregation, diocesan officials and wider community