



Rider Street • Burmantofts • Leeds • LS9 7BQ
Tel: 01132 431375 • Email: info@bccleeds.org • www.bccleeds.org

March 2023

Dear friend

KS2 Children's Worker

Thank you for your interest in applying for the post of KS2 Children's Worker at Bridge Community Church. We are a long-established Church with a large campus and a congregation of over 1000 people including youth and children meeting on a Sunday across two services. The focus of the post is to be responsible for the smooth running and management of all KS2 departments and lead in one of these regularly

I have enclosed

- An application form (or download from Website)
- A Job description and Person Specification.

In completing the form, the interviewing panel will be looking for evidence that you have the essential experience, skills and personal qualities we are seeking. Illustrations of these and any outcomes would be helpful.

These should be included in the 'Reasons for applying' section and further pages can be added as required. You may also include an up to date and relevant CV if you wish. It may help you to add the essential criteria as headings to enable you to evidence each one individually.

The closing date for applications is 5.00pm on Monday 24th April

Interviews will take place in the following couple of weeks

The post will commence June 1st.

If you have any further questions, please do not hesitate to contact me.

Thank you once again for your interest.

Yours sincerely

Dave Kitchen

Dave Kitchen (HR Manager)

JOB DESCRIPTION

JOB TITLE:	KS2 Children's worker
BASED AT:	Bridge Community Church
HOURS	20 hours/ week
SALARY:	£11,534 pro Rata (£20,905 FTE)
REPORTING TO:	Children & Youth Ministry Team Leader
MAIN PURPOSE OF JOB	
<ul style="list-style-type: none"> • To provide leadership for all Bible based activities for KS2 Children each week (aged 8-11 years) at 10:30pm • To provide leadership for all Bible based activities for KS2 Children each week (aged 8-11 years) at 4pm • To be responsible for the smooth running and management of all KS2 departments and lead in one of these regularly • To provide a midweek KS2 Reload Discipleship course (term time only, every other week) • To oversee SEN provision • To be part of the 0-18 Children & Youth Ministry Leadership Team 	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> • To be responsible for the smooth running of the KS2 departments and to lead one of the departments regularly (3 weeks out of 4) 	
<ul style="list-style-type: none"> • To plan, write (in conjunction with KS1 worker) and prepare weekly Bible teaching and activities that are relevant and fun for all KS2 children (Reboot School Years 3 & 4, Recharge School Years 5& 6, 4 pm service Years 1-6 and any others for this age group as required) 	
<ul style="list-style-type: none"> • To work with 4pm co-ordinator to plan Year 1-6 programme and be available to attend and lead at 4pm service regularly. 	
<ul style="list-style-type: none"> • To work with KS3 Youth worker to ensure a smooth transition from Children to Youth Ministry each summer for Year 6 children 	
<ul style="list-style-type: none"> • With the C/Y Leadership team plan and support family events across the 0-18 age range including family services, fun days, trips, Messy Church etc 	
<ul style="list-style-type: none"> • To form a KS2 core team of leaders who meet regularly to review and plan ahead 	
<ul style="list-style-type: none"> • To ensure all volunteers in KS2 are trained in safeguarding and policy & procedures 	
<ul style="list-style-type: none"> • To oversee Church Suite data base for KS2 children and teams 	
<ul style="list-style-type: none"> • To oversee volunteers in KS2, encouraging them, preparing rotas and communicating with the teams, through regular emails, whats app groups etc and holding regular department meetings and socials. 	

<ul style="list-style-type: none"> To get to know KS2 children and their families and provide support for them
<ul style="list-style-type: none"> To provide a fortnightly Friday night Reload discipleship course for KS2 children during term time
<ul style="list-style-type: none"> To oversee SEN provision – working with Relax leader to ensure quality provision for all our children/ young people with special educational needs
<ul style="list-style-type: none"> To work with the KS1 worker to provide regular events for children to attend such as residentials, Holiday Bible Club etc
<ul style="list-style-type: none"> To ensure safety of rooms and equipment on a regular basis and resource as required
<ul style="list-style-type: none"> To ensure policies and procedures are being adhered to and ensure risk assessments are done as required in the departments above
<ul style="list-style-type: none"> To be part of the Children / Youth Ministry Leadership Team working together to support, encourage, plan and deliver quality provision for all children and young people aged 0-18 years
<ul style="list-style-type: none"> To help with training of volunteers as required
<ul style="list-style-type: none"> To help with recruitment as required
<ul style="list-style-type: none"> To be part of the Youth & Children’s Ministry Leaders Team and attend regular weekly meetings
<ul style="list-style-type: none"> To be flexible and support all areas of the 0-18 children/ Youth Ministry as required
<ul style="list-style-type: none"> To be flexible and adaptable to meet the needs of BCC C/ Y ministry growth and development
CONTACTS
<ul style="list-style-type: none"> Internal: KS 2 worker, 0-18 Children & Youth Team, Children & Youth Co-ordinator
<ul style="list-style-type: none"> External: Kidz Klub, Zarach, Elim Limitless Kids

PERSONAL SPECIFICATION

Qualifications	Essential	Desirable
Theological training		✓
Experience		
Have prior experience, professional training and/or education with children		✓
Have experience in leading a successful team	✓	
Must have experience of working with children & families	✓	
Have previous experience of working with Children in a Church situation	✓	

Skills		
Able to work in a team	✓	
Embrace diversity & have an understanding of working with children & families in a multi-cultural setting	✓	
Be a good organiser	✓	
Able to communicate effectively to children and adults	✓	
Be able to plan, write and deliver Bible teaching in creative and relevant ways	✓	
Good communicator	✓	
Committed to personal development and reflective practice	✓	
Demonstrate skills in computing (Powerpoint, Word)	✓	
Personal Qualities		
Have a strong personal faith in Jesus Christ	✓	
Good organisational skills	✓	
Display Christian maturity	✓	
Enthusiastic, flexible, adaptable, creative	✓	
A sense of call to children's ministry	✓	
An evangelistic heart	✓	
Have a heart to work with others to develop initiatives, events for the Church & community		✓
A heart to prioritise & equip the development of others	✓	
Good communicator	✓	
Flexible	✓	
Other		
Driving Licence		✓
Be willing & able to work 'out-of- hours'	✓	
Supported by wife/husband if married and have his/her family life in order	✓	
A long term vision & a strategic approach to achieving long & short term goals	✓	
Be/become an active member of BCC	✓	