



The Wickbourne Centre, Clun Road, Littlehampton, West Sussex, BN17 7DZ
01903 782744 | hello@arunchurch.com | www.arunchurch.com

Job Advertisement

Kids & Families Worker (Pre-school), Arun Kids

Are you passionate about developing faith in children? Do you enjoy leading fun activities for families? Could you be our new Kids & Families Worker?

Arun Kids is the children's work of Arun Church. We are looking for an enthusiastic individual to lead the Arun Kids Minis team, developing groups and activities to enable younger children to explore the Christian faith in fun and engaging ways. As a Kids & Families Worker you will be involved in the activities of the church working as part of a wider team.

- £25,825 (SP21) – £28,501 (SP26) per annum pro rata.
- 12 hours per week
- Hours to be confirmed - Will involve regular Sunday mornings, Monday afternoons and Thursday mornings, plus some evening and weekend commitments
- Permanent contract.

At **Arun Church** we offer a range of activities and services tailored to the needs of the local community. This includes The Wickbourne Centre, Playcentre childcare settings, CAP Debt Help, and Arun Youth Projects among others. Consequently, we keep our focus on the safety and welfare of children and young people. We offer generous holiday entitlement, a fun, supportive team environment and rewarding work.

Due to the nature of this role in teaching the Christian faith, there is a Genuine Occupational Requirement (GOR) that the post holder is an active Christian.

Appointment to the post will be subject to safer recruitment checks including a satisfactory Enhanced Disclosure and Barring Service (DBS) check.

About Us:

Arun Church is a vibrant organisation that is passionate about serving God and changing our community for the better. We run many initiatives including CAP Debt Help, Arun Youth Projects, Playcentres, Refresh coffee shop and social activities in addition to our Sunday services. Our offices are at the Wickbourne Centre which is owned by the Church. We also run Playcentre Rustington Pre-School at 102-104 The Street, Rustington. We meet on Sundays at The Littlehampton Academy.

Arun Kids is the children's work of the church which involves a programme of activities during church services on Sunday mornings, plus sessions during the week, and annual events including our popular 'Arun Kids presents...' summer playscheme. You can find out more at www.arunchurch.com/kids.

Our Vision, Mission and Values:

Our vision is to see the good news of Jesus change lives, communities, and the world. Our mission is **bringing life to everyone, everywhere, everyday**. We want to empower our church and our employees to bring life wherever they go. That will look different in each context, but is typically about being a source of joy, energy, and compassion to others. We understand that not all employees will share our faith or the motivation behind what we do, however we do expect all staff to agree with our aim of making a difference to the people and community around us, and to respect our method of doing so.

The following values describe who we are and who we want to become as an organisation. They guide us in our day-to-day conduct, our decision-making, and in our hiring:

- **God First:** we take our cue from the life of Jesus outlined in the Bible, and our actions are informed by His example. We ask employees that do not have a Christian faith to work in a way consistent with the teachings of Jesus such as showing compassion, serving others and being non-judgmental.
- **Passionate:** we are motivated by excellence and a desire to make a difference
- **Brave:** we are not afraid to take risks or to fail, but we always try
- **Generous:** we freely give our resources to enable others
- **Together:** we support and value each other, celebrating teamwork and championing individuals



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Job Description: Kids & Families Worker (pre-school)

Role Purpose:

To lead the church's various children's programmes for pre-schoolers, with the aim of inspiring children to follow Jesus and supporting their families to do the same.

Key tasks:

1. Lead Arun Kids Minis

Arun Kids Minis is the regular programme for Pre-School age (0-5 year olds). It involves:

- a. Regular Sunday mornings as part of the church service
 - i. 11-12pm on 2nd & 4th Sunday of each month (3 hours)
 - ii. Children's talk during the main church service, ad hoc (30 mins)
- b. Stay & Play, Thursday mornings term-time only (4 hours per week)
- c. Coordinating the Stay & Play sessions for 'Arun Kids presents...', a week-long annual summer community playscheme. In addition to the actual week in July/August, this involves regular planning and preparation each month (avg. 4 hours per week)
- d. Help plan additional events and activities (e.g. Light Party, Christmas Fun Day, etc)

2. Teach the Christian Faith

Each of the tasks above will involve:

- a. Providing engaging teaching and content of the Christian faith and pastoral care to children and families
- b. Praying regularly for all those involved in ministry with children and families at the church.
- c. Helping outwork the church's vision and strategy for kids and youth work, participating in its development
- d. Aiding in setting a common culture across Arun Kids, and to assist leading on new initiatives.

3. Administration and planning

- a. Ensuring best practice in the administration of the work, including keeping appropriate records, attendance, rotas, and writing reports.
- b. Ensuring regular, clear communication between the team, parents, partners and other agencies via appropriate means, working with the office and media teams for publicity including posting on the Arun Kids social media platforms.
- c. Recruiting and supporting volunteer workers, providing training and resourcing them to ensure a strong team for each activity.
- d. Liaising with the church's partners including schools, parents and other agencies, and to be involved in relevant groups, boards and meetings by agreement.
- e. To ensure appropriate Health and Safety within all activities.



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4. Other duties

- a. To work within the church's Safeguarding policy, reporting any concerns to the Designated Safeguarding Lead immediately.
- b. To attend weekly staff meetings and monthly line management supervision, and to undertake training as required.
- c. To monitor budgets, following all relevant financial control procedures and assist with purchasing and expense requests.
- d. To compile reports and updates on your areas of responsibility as required.
- e. To carry out other such duties as may be required from time to time.

Other information

Hours:	12 hours per week
Work Pattern:	To be agreed. Will involve regular Sunday mornings, Monday afternoons and Thursday mornings, plus some evening and weekend commitments.
Work Base:	The Wickbourne Centre, Littlehampton, West Sussex, BN17 7DZ
Reports to:	Head of Kids & Youth
Contract:	Permanent
Salary Range:	£25,825 (SP21) – £28,501 (SP26) per annum pro rata.
Pension:	Employer contributions start at 5% of salary.
Annual Leave:	25 days per annum pro rata, plus bank holidays.
Probation Period:	3 months
Occupational Requirement:	There is a Genuine Occupational Requirement (GOR Part 1 Section 9 of the Equality Act, 2010) that the post holder is a practicing Christian. It is expected that the post holder will attend and become an active member of Arun Church.
DBS:	Appointment to this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.
Company Employment:	Arun Church have several different companies under the church umbrella. Employment for this role is through Arun Community Church a registered charity (1105394) and Limited Company (5183641).



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Person Specification

The following person specification lists the criteria we are looking for in candidates.

Qualifications

- **Desirable:** A relevant qualification in teaching, children's work or a related field

Personal qualities and values

- **Essential:** A passionate follower of Jesus with a good level of Christian maturity both in knowledge and character, with a desire to see spiritual growth in the lives of children and families
- **Essential:** A friendly, enthusiastic and reliable character who has a strong track record of working as part of a team, and facilitating groups of people
- **Desirable:** Evidence of willingness to undertake further personal and professional development.

Knowledge and experience

- **Essential:** Experience of working with children in a Christian context, with a good understanding of evangelism and mission in our culture.
- **Desirable:** Experience in partnership working with parents, carers and other professional agencies.

Technical proficiency

- **Essential:** Ability to plan, organise and administrate, with good working knowledge of standard IT and computer systems.
- **Desirable:** Experience in administration tasks using a range of software, including but not limited to Microsoft Office and SharePoint.

Key Skills

- **Essential:** Effective communication skills to engage with children, showing an appropriate understanding of child and faith development theories.
- **Desirable:** Leadership and/or management experience with the ability to inspire a team and work well with others.



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Other abilities

- **Essential:** Safeguarding experience with children and families and a good understanding of the principals involved.
- **Desirable:** Experience in supporting children with additional needs and/or challenging behaviour.

Inclusion and safeguarding

As a church we are committed to serving and respecting all people regardless of their gender, marital status, race, ethnic origin, religion, age, sexual orientation, or physical and mental capability. We recognise that people hold different values and beliefs to our own and we acknowledge the freedom of people to hold and to express these respectfully and freely within the limits of the UK law. We will never impose our Christian faith on others but allow spaces to explore belief and values in a respectful environment. We form partnerships with other churches, voluntary groups, statutory agencies, and local government where appropriate to provide the best service for our community.

Arun Church recognise our responsibility for safeguarding and that everyone has a right to be safe from harm. Everyone in our care will be valued and respected, and their needs put first. We will challenge stereotypes and assumptions while recognising that some people are vulnerable and may require additional support. We recognise that creating a culture of safeguarding is everyone's responsibility and applies to all staff, trustees and volunteers working across the whole organisation. Our safeguarding policy is available to everyone at arunchurch.com/safeguarding.



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