

JOB DESCRIPTION

Job Title:	Children's Worker (Temporary)
Location:	South Belfast Friendship House
Council:	Council for Mission in Ireland
Salary:	£25,102 - £28,240 (A4-A10 on AMPP Scale) – pro rata
Hours:	<i>We are happy to consider a range of working arrangements, with hours available between 16 and 24 hours per week. We will discuss your preferred working pattern/hours and seek to accommodate this, where possible, in line with the needs of the service.</i>
Term:	Fixed Term (6 months temporary)
Responsible to:	Project Leader (under the oversight of the Management Panel)

MAIN FUNCTION OF JOB

Under the direction of the Mission Project Leader, to support and assist in the delivery of programmes in Friendship House that engage with children in ways that build relationships, share the gospel effectively and connect with the local community.

REPORTING ARRANGEMENTS

The Children's Worker will report directly to the Mission Project Leader and be responsible in their work to the South Belfast Friendship House Management Panel of the Council for Mission in Ireland.

RESPONSIBILITIES AND DUTIES

The post holder will report directly to the Mission Project Leader to provide support as follows:

1. To identify and co-ordinate appropriate children's programmes in Friendship House.
2. To take responsibility for the preparation and delivery of specific aspects of the children's programmes, including teaching inputs and creative activities.
3. To welcome and communicate with children and young people using the centre.
4. To assist and support other staff in the development, preparation and provision of other youth or all-age programmes associated with Friendship House, as required.
5. To develop links with local congregations.
6. To maintain accurate and up-to-date information, records and finances.
7. To assist in the promotion of programmes and events.
8. To carry out all duties in line with the Health and Safety Policy and report any concerns to the Mission Project Leader.
9. General housekeeping duties including setting out and clearing away of equipment, occasional cleaning and provision of hospitality.
10. To implement the requirement of the Child Protection Policy and all relevant procedures of the Presbyterian Church in Ireland.

11. To maintain confidentiality of information regarding children, parents or other volunteers.
12. To undertake appropriate training as required.
13. To carry out other duties appropriate to the post.