

PERSONNEL SPECIFICATION

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)

CRITERIA

QUALIFICATIONS AND KNOWLEDGE

Essential Criteria

1. Possess a minimum of 5 GCSE's with at least Grade C in English Language and Maths or equivalent.
2. Training in children's or youth ministry.

Desirable Criteria

1. Hold a relevant qualification in childcare, youthwork or teaching assistance to NVQ Level 2 or equivalent.

RELEVANT EXPERIENCE

Essential Criteria

1. Experience in a role working with children or young people.
2. Experience of teaching the bible to children or young people in a ministry setting.
3. Experience of following procedures and working to guidelines.
4. Experience of using Microsoft Office with practical experience of spreadsheets, database, powerpoint and email.

Desirable Criteria

1. Experience of dealing with the public.
2. Experience of managing petty cash and programme budgets.
3. Experience of using Desktop Publisher or similar package.
4. Experience in Arts, Crafts or Music.

SPECIAL APTITUDES

Essential Criteria

1. Good interpersonal skills.
2. Good written and oral communication skills, including public speaking.

3. Ability to work harmoniously in a team, even when working under pressure.
4. Good organisational ability.
5. Ability to maintain confidentiality.
6. Ability to work on own initiative.

PHYSICAL REQUIREMENTS

Essential Criteria

1. Health – such as to allow for reliable attendance and work proficiency (reasonable adjustments will be made for those with a disability).
2. Appearance must be acceptable to management within the working environment.

SPECIAL CIRCUMSTANCES

Essential Criteria

1. Willingness to commit to working within the Christian ethos of the Presbyterian Church in Ireland.
2. Ability to be flexible in terms of work patterns and working hours, including evening or weekend work as required.