

Full Life Church, High Street, Maltby, S66 8LF



**Children's and Families' Support Coordinator /
Business Administrator**

BACKGROUND:

Full Life Church is continuing to develop in many ways, not least of all in connecting with our community and surrounding areas.

We are a Church that is an active local community Church. We currently operate the following ministry and community projects:

- Ofsted registered Pre-School
- Play and stay groups
- Kids and Youth projects
- Food Bank ministry, CAP Debt centre and related courses
- Day and residential Conference Facilities
- A fantastic new Coffee House called 'The Cove' and more

POST:

Children's and Families' Support Coordinator / Business Administrator

Full Life Church is looking to appoint a reliable, team player who has a heart for serving children and families and the Church. To fulfil this position the applicant would need to be a practicing Christian and member of Full Life Church as there is a distinct element of Christian ministry within the role, and it is a key role in our team structure.

AIMS:

We want to:

- More effectively:
 - Develop our Children's provision
 - Continue to develop our Ofsted registered Pre-School (rated outstanding) and our connection with parents and families
 - Continue to 'join up' our various projects like Life Kids' project, CAP, Food Bank, the Cove etc with our Children's Provisions
- Specifically we want to make the our Pre-School and Toddler Groups a place where our visiting children and families can:
 - Be safe and feel safe in a welcoming and professional environment
 - Feel accepted and secure
 - Develop and learn in our community environment
 - Find faith in Christ

HOURS PER WEEK:

Hours are somewhat negotiable but would ideally be between 30 to 40 hours per week.

SALARY RATE:

Dependent upon qualification and experience, and pro rata if part time, but a full time post would be in the salary bracket of £17,076 - £21,226pa

ROLES:

There are currently potentially up to 4 vacancies / roles to cover - any combination of which can be put together to form a whole post dependent upon the experience or strengths of the applicant:

- Toddler and Families Group Coordinator (Currently Tuesdays and Thursday mornings)
- Business Administration Coordinator – assisting with the reporting administration requirements of an Ofsted registered Provision
- One to One/Two support worker for Children with additional needs
- Sessional work within Pre-School in busy periods or to cover for staff sickness

The applicant would not necessarily be required to be able to cover all these skills. Help and mentoring would be given to help the successful applicant to grow and develop.

DUTIES INCLUDE:

Will be dependent upon the roles

QUALIFICATIONS:

The successful applicant will be required to show:

- Evidence of ability to fulfil the role
- A relevant qualification or relevant experience

SPECIAL CONDITIONS:

You would:

- Require an Enhanced DBS certificate
- Have a good grasp of EYFS curriculum requirements and / or be willing to learn
- Have good organisational skills
- Have the ability to communicate effectively to children and adults including parents, staff and possibly other professionals
- Be able to help people in their spiritual journey
- Be a team player, be able to show initiative, but work well interdependently

OTHER INFORMATION:

- Opportunities for progression are available for the right candidate after training and development
- Residential accommodation is available on site for any successful candidate that would need to relocate

Please submit your CV and a brief letter of application to p.norris1@hotmail.co.uk