



*Candidate Information Pack
Schools Work Team Leader*

Welcome

Thank you for your interest in this position. If you are successful you will become part of an amazing charity, which began in the late 1980s. Over the years we have built an excellent reputation and we are working in almost 170 primary schools across Maidstone, Medway and Swale and in eight secondary schools in Maidstone. We work from three sites in the three areas and in all our work we seek to maintain our values of being Christ-centred, pupil focussed, maintaining standards of integrity and excellence and being educational.

We count it a huge privilege to share our faith in Jesus, inspiring the next generation to explore Christianity through a variety of opportunities and demonstrating how its values and ethos are still relevant to their daily lives. At the same time, we are conscious that we are going into environments where there are children of all faiths and none. We also greatly value the opportunity to partner with local churches and we have many volunteers and helpers who support the work we do.

This is an exciting role and you will be part of a passionate team, presenting the Christian faith in ways which are relevant, fun and accessible.

Yours in His name.



Jonathan Jankowski, Chief Executive

Responsibilities

Lead the team in Medway

- Design & deliver schools work projects.
- Supervise and appraise schools work staff ensuring the quality and performance of the team meet the required standard.
- Ensure that the creation, planning and preparation of materials for: assemblies, Kingsquads, lessons etc. is carried out in a timely manner and in collaboration with Swale and Maidstone teams.
- Respond to issues arising with schools as a result of our work.
- Be accountable for performance & efficiency of the team, including logistics and scheduling.
- Ensure Health & Safety/Child Protection standards are met.

Develop the work of The Family Trust in Medway

- Develop the staff & associate team, identifying development needs and putting appropriate training plans in place.
- Represent the Medway Family Trust team with local Church, School partners & key stakeholders.

Share in the overall work of The Family Trust

- Contribute to the planning & delivery of residential work (Chequer Tree Camp).
- Contribute to periodic Family Trust Team Leaders' forums.
- Support fundraising efforts where practical & appropriate.

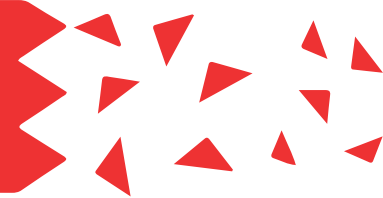
Job Description

Job Title:	Schools Work Team Leader
Location:	Medway
Reports to:	Chief Executive, The Family Trust
Summary:	To be responsible for successfully delivering the work of The Family Trust in the area.
Hours of Work:	Monday to Friday 40 hours per week. Times are flexible to suit the requirements of local schools. Some weekend working may be required for which lieu time will be given.

Core Competencies

Organisation:	Prioritise, organise and distribute the workload across the team. Ensure that team members are in the right place at the right time and correctly equipped to do their jobs.
Inspiring Creativity:	Encourage the team to try new things, think creatively and broaden our services to schools. Able to project manage new initiatives from conception to completion.
Present Well:	Comfortable and confident presenting to groups of children in a school context but equally comfortable presenting to adults about the work of The Family Trust.
Leading People:	Relates well to all kinds of people. A good judge of character recognising that team members are individuals with different skills, personalities and development needs. Able to make decisions and bring people with them.
Committed Christian:	Motivated by core Christian values including grace, compassion & integrity. Leads the team and sets a positive example for children & colleagues to follow. Is an excellent ambassador for The Family Trust and upholds the values of the organisation.

Personal Specification



<i>Area</i>	<i>Essential</i>	<i>Desirable</i>
<i>Leadership</i>	Ability to lead a team of people to deliver effectively.	Experience leading small teams in a ministry/educational context.
<i>Communication</i>	Excellent verbal and written communication to children, parents, colleagues and school staff.	Preaching/public speaking experience.
<i>Innovation</i>	Enjoys new challenges and seeing ideas become reality.	Project management experience.
<i>ICT Skills</i>	Competent on basic IT software (Office suite, emails etc.)	Fully IT literate, experience designing external communications, session plans and social media.
<i>Working with children</i>	Experience working with children in a ministry and/or school context.	Experience working in a Christian schools work ministry.
<i>Working with schools</i>	Experience working in an education environment.	An understanding of the structure of primary education, current RE curriculum, SMSC and PSHE agenda.
<i>Education</i>	Educated to A level or equivalent standard.	Formal children's work qualification e.g diploma, degree, NVQ etc. Evidence of relevant continued professional development.
<i>Training</i>	Evidence of a commitment to continued professional development i.e First Aid, Risk Assessments etc.	Experience arranging and booking training for others. Experience delivering training to volunteers.
<i>Safeguarding</i>	Understanding of safeguarding and related procedures. Ability to complete risk assessments for activities.	Experience processing DBS checks of others.
<i>Transport</i>	Full UK driving licence, access to a car and insurance covering business use.	