

**FAITH** IN SCHOOLS

**Job Description** **Part-time Schools Worker (2 days a week, term time only)**

Schools work:

* To build on church-school relationships already present in your area(s) within Newham.
* To initiate new work and relationships with schools and churches where possible.
* To contact schools in your area(s), meet RE leads at those schools to explore needs.
* To liaise with schools’ RE leads to offer, book and run RE lessons on Christianity.
* To plan, prepare, teach and review Christianity lessons in line with Newham’s Agreed RE Syllabus.
* To arrange, support and/or lead local church visits for schools seasonally and on request.
* To gather teacher evaluations, photos of work (following FIS photo policy) and quotes for half termly reports.
* To report on this work half termly (progress) and termly (full) to the line manager.
* To update school contacts and needs centrally on school tracker at least termly.

Volunteers:

* To organise volunteers to assist with lessons.
* To retain volunteers through showing appreciation, practically, relationally and professionally.
* To assist with training up volunteers.
* To recruit new volunteers, working in conjunction with church leaders and churches in your area(s).
* To update your area(s) volunteer contacts via tracker; and support Administrator with database, termly.

Churches:

* To support churches in linking with schools, including associate church partners.
* To assist and/or co-lead church visits by schools including Christmas Journey, Easter Experience and summer term event.
* To visit a minimum of 6 churches annually to share about Faith in Schools with congregations on a Sunday morning or whenever arranged with church leaders.
* To assist Team Leader in recruiting and supporting associate church partners on request.
* To initiate new church relationships through in-person meetings, social media, local and wider networks.
* To represent the organisation at Church Leaders meetings in Newham.
* To be accountable to church partners in your area(s), offering updates and reports, as well as seeking direction and covering from them as required.

Finance:

* To assist the team with seeking future funding strategy based on financial needs of the charity.
* To be part of on-going fundraising for the charity, e.g. promote regular givers’ campaign (Firm Foundation).
* To directly plan and run 1 fundraising event with the team annually.

General:

* To pray for FIS work including contributing to WhatsApp prayer group and monthly prayer letter.
* To lead or support Christian prayer meetings and prayer walks in your area(s).
* To live within Newham or within 5 miles or worshipping in Newham.
* To attend Team Meetings which occur on a Monday, so this will be a set working day.
* To attend Prayer Meetings, 121 meetings with line manager to set targets and review work.
* To contribute flexibly to the FIS team, taking on responsibility for and initiating projects.
* To carry out any other duties that may from time to time arise.
* There may be weekend or evening working needs, including at least 1 evening event for supporters and 1 wider schools work network conference annually.

Please send us

1. Your Curriculum Vitae including 3 referees contacts (one from your current church leader and two from employers where you have a record of being paid for work in schools either by a school or an organisation working within schools)
2. A Supporting Statement telling us about your Christian faith (eg, how long you’ve been a Christian, which church are you involved with and how); what you have learnt from your teaching experience in school/church; and explain why you are qualified for this job and how you know you are called to this work.