

Children's Team Administrator, All Saints Peckham

All Saints Peckham is looking for a brilliant organiser with a massive heart for young people as the church of today – not just tomorrow – to be a key player in our children's team. Supporting all our teaching sessions on Sunday and throughout the week, they will be someone with the spiritual gift of administration to ensure all our children's work is superbly organised. That's a big job.

The exceptional person we're seeking will be communicating with the large volunteer team of over 50, organising support and training sessions for them and working closely with 2 paid members of staff including our Children's Team Leader. They will also be taking the lead in one of our Sunday morning groups, for example with our Years 1-4.

Key to the role is embracing our core value: seeing God's Word and Holy Spirit as transformational in every life. The post-holder will have personal experience of this reality.

The post comes with a salary of £8,600 (£21,500 FTE).

To apply please email or post the following to Tom Hardyman, Operations Director at All Saints Peckham:

1. Your CV, including contact details of two referees – one personal, one professional – who are happy to be telephoned by us for a conversation should you be short-listed for interview.
2. Up to 500 words summarising why you believe God may be calling you to this role.

For either an informal conversation about the post (if you would like one) or for completed applications, please contact:

Tom Hardyman. All Saints Church, Blenheim Grove, Peckham Rye, London. SE15 4QS.

Email: jobs@allsaintspeckham.org.uk

Phone: 0203 637 2701

Children's Team Administrator, All Saints Peckham

Job Title	Children's Team Administrator
Line Manager	Director of 0-25s ministry
Location	All Saints Peckham, Blenheim Grove, Peckham. SE15 4QS
Salary:	£8,600, £21,500 FTE
Contract	Part Time, 15 hours per week including Sunday 10:00-13:00 and Wednesday 09:00-14:00. 1 Year Fixed Term contract subject to a successful 3-month probation period
Benefits	6 weeks holiday per year plus bank holidays; generous pension scheme
Start Date	Ideally 1 st September 2018

About All Saints

All Saints Peckham has been a Church of England parish in the diocese of Southwark since 1867. Our vision is to be transformed by Jesus, sent with his good news into Peckham and the world. From the start our priorities have been to reach out to young people and families, and also to the most disadvantaged in Peckham. Underpinning our priorities and vision are five key values these are:

CHANGED

- As ordinary people we are being transformed as we encounter God through his Word and his Spirit.

WELCOMED

- Each one of us belongs by grace to God's family whatever our background, age, nationality, personality, history, strength or weakness.

SUPPORTED

- We help one another to grow in our faith and character from the youngest to the very oldest.

CONTRIBUTING

- We encourage each other to use the gifts and creativity God has given every one of us.

SENT

- God has an exciting, radical and challenging call on our lives; to join him in making Jesus and his love known in Peckham and beyond.

Opportunity Summary

The vision developed by our young people's team over the last years has been: *To see the children and youth of Peckham transformed by the real and relentless love of Jesus, and to raise up young leaders to play their prophetic part in His Church and Mission.*

All Saints Peckham is looking for someone contagiously passionate about following Jesus to support our work with younger generations – especially children, from new-borns to 12 year-olds. That's over 150 people. The role has two unequal components: the major one is leading on all administrative aspects of the department (about 80% of the time), the other is taking the lead in some of our groups, for example our Year 1-4 Sunday group.

The exceptional person we're seeking will be tasked with supporting the amazing network of over 50 volunteers in the children's team, as well as 2 other members of staff.

Key to the role is embracing our core value: seeing God's Word and Holy Spirit as transformational in every life. The post-holder will have personal experience of this reality.

How to Apply

Application	Please send the following: <ol style="list-style-type: none"> Your CV, including contact details of two referees – one personal, one professional – who are happy to be telephoned by us for a conversation should you be short-listed for interview. Up to 500 words summarising why you believe God may be calling you to this role.
Closing Deadline	19 th June 2018
Interviews	26 th June – 29 th June 2018
Further information	Visit www.allsaintspeckham.org.uk or email: jobs@allsaintspeckham.org.uk

Person Specification

We are looking for God's person called to this post. Is that you?

Experience

Essential

- Personal experience of the Holy Spirit and of Jesus Christ as Saviour and Lord
- Experience in an administrative or office support role
- Proven experience of setting up and maintaining office systems
- Proven experience of using Microsoft office and Google suite

Desirable

- Experience of working with ChurchSuite
- Experience of working in the voluntary/ Christian sector
- Experience of working as part of a small team
- Experience of using Indesign and Canva
- Copywriting experience

Skills

Essential

- Experience in working with 0-12 year olds
- Excellent organisational and time management skills
- Excellent interpersonal skills
- Excellent communication skills, both verbal and written
- Ability to deliver under pressure and manage conflicting priorities
- Analytical and problem solving skills
- Ability to manage appropriate budgets

Desirable

- Understanding of data protection and health and safety principles

Qualities

Essential

- You are a servant-hearted team-player, able to understand and put into practice our values
- You have the interpersonal skills needed to quickly gain the confidence and respect of those in our church and its surrounding community.

Desirable

- You will love belonging to the worshipping community that is All Saints Peckham.

There is an Occupational Requirement for this post to be filled by a committed Christian.

Job Specification

The Children's team administrator reports to the Director of 0-25s ministry. The role is Part Time, 15 hours, and based in Peckham, London offering a salary of £8,600 (£21,500 FTE). There are 6 weeks holiday. It is expected that the post will have considerable flexible working arrangements with time-off in lieu when extra

hours are worked some weeks, such as during residential like Soul Survivor. Working some evenings and Wednesdays and Sundays – except when on leave - will be necessary, as will becoming a member of the All Saints Peckham worshipping community. This post will be subject to an enhanced DBS check.

To achieve that, the post-holder has two areas of responsibility - this list is non-exhaustive:

1. To take responsibility for the administration of our 0-25s ministry

- a. Responsible for ensuring rota's are completed and communicated promptly
- b. Seasonal events, e.g. Christmas and Easter, to be planned effectively with appropriate resources
- c. Management of the 0-25s database
- d. Coordination of the safeguarding team
- e. Management of volunteer DBS checks
- f. Planning and implementing training events
- g. Supporting the recruitment of volunteers to support both our mid-week and Sunday activities

2. Lead on certain aspects of our work with 0-12s

- a. Supporting children called to take a leading role in Sunday Club, and using their spiritual gifts in the Club and in church services.
- b. With Sunday morning service leaders, taking a supporting role in the planning and delivery of all age worship (not children's worship) in church.
- c. Support of team leadership for Little Saints (0 – 3 years).
- d. To support in the teaching of God's Word in a way that is both passionate and relevant to 0-12s, thereby to ensure that both midweek groups – there are currently 3 of them - and Sunday sessions are unmissable.
- e. Support the training and equipping of the current volunteer team of adults as well as young people themselves to be able to do the same, and to support the growth of the current 1-1 discipling scheme launched this year.
- f. Supporting our strategy for working with 0-12s

All Saints Staff Team Values

As a team, we seek to be everything Jesus calls us to in the power of His Spirit by ...

1. Trusting one another.

What does that mean? Being as real as possible with one another, admitting weaknesses or mistakes, as well as celebrating together.

Review question: Are we able and willing to go to the level of trust Jesus calls us to?

2. Confronting disagreement.

Being willing to express another view which may be unpopular or misunderstood, and calling out constructively what hasn't gone well.

Review question: How many times have we expressed differing opinions amongst ourselves recently, and realised it was healthy to do so however awkward it may have felt?

3. Committing to decisions made, after 'weighing in' with our view.

Committing as a team to decisions made after expressing as passionately as we want what we think.

Review question: Is there any evidence of us not really committing, and what are we going to do about it?

4. Holding each other accountable for what happened.

Being clear who was responsible and accountable for what, and supporting one another in our responsibilities.

Review question: Are we always clear?

5. Reviewing results.

Having a culture of review so we can continually do things better, all for the glory of Jesus.

Review question: Have we asked ourselves recently whether we were actually being fruitful?

(Based on Patrick Lencioni's book, 'The Five Dysfunctions of a Team'.)