

Job Title – Children’s and Families Worker

Job Type – Full time (40 hours), although part time/job share options considered. Funded for 4 years.

Job Purpose – To support and develop our work with children and their families, with a dominant focus on the delivery of our Chomp lunch clubs.

Reporting to – Head of Youth and Children.

Working hours – 40 hours a week. Due to the nature of the role there’s a requirement to work the majority of school holidays and occasional weekends.

Salary - £21,420 + 6% pension contribution on qualifying earnings.

Location- Gloucester Place with occasional work in other areas in Brighton & Hove.

Responsibilities

Chomp

- Coordinate and oversee the running of the school holiday sessions at our 12 sites across Brighton and Hove, ensuring:
 - a nutritional meal is provided
 - a fun and safe environment for children to play and learn
 - a welcoming, supportive environment for parents
 - volunteers are trained and supported
- Develop a programme for the year

Children and Families

- Oversee and develop our work with families, including:
 - Managing and developing our 2 toddler groups
 - Developing a programme of support for families in need
- Create pathways for parents to actively participate in our projects
- Take a lead on the delivery of all work with children across the organisation
- Develop links across other One Church projects, with a particular view to engaging children and families with our Rock Farm project.

Funding & Finance

- Work to the budget agreed annually with the Head of Youth and Children’s Work
- Respond to opportunities for funding to support the budget
- Keep an accurate account of all finances, administering expenses linked to the role.
- Comply with any Grant and Trusts reporting

Delivery

- Support existing Chomp clubs:
 - Through club session support, advertising sessions to referrals and guests, administration of guest registration, supporting with ideas for sessions (where necessary)
 - Meeting with the club leaders once a term to review previous term and plan the next, establishing what support needed – training, funding, volunteer recruitment etc.
- Referrals – maintaining contact list for agencies that refer families to Chomp. Establishing new links as new clubs evolve or if existing clubs struggle for numbers

Communications

- Ensure that the communications relating to Chomp and children and family work are up to date, accurate and well placed.
- Help prepare press releases and marketing literature and ensure proper distribution.
- Ensure that there is good administrative communication between the varying parties involved in children's work.

Volunteer Management

- Work closely with Chomp interns
- Work closely with the Volunteer Coordinator to recruit and develop an extensive number of volunteers
- Develop and train volunteers to coordinate Chomp sessions

Team Player

- Attend weekly OCB team meetings
- Contribute towards a positive office environment

OCB reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the church.

Benefits

- OCB will seek to develop the post holder towards their full potential
- An annual retreat will be encouraged and paid for by OCB
- 25 days holiday, plus 8x public holidays
- The chance to be part of a fun and energetic team.

Management Process

- Regular meeting with Line Manager.
- Opportunities for ongoing professional development.
- Annual appraisal with Line Manager and members of the Leadership Team.

Qualities

	Essential	Desirable
Experience	Proven ability to plan and deliver engaging sessions for children	Proven ability of engaging vulnerable children and families
	Proven experience of recruiting and managing volunteers	Ability to network with statutory and non-profit organisations
	Proven experience of clear communication	Proven ability to manage monitoring and evaluation requests
	Proven ability to solve problems	Proven experience of successful project management
Skills & Abilities	An ability to 'self-start' and stay motivated despite inevitable challenges	An ability to train others, develop volunteers and grow future leaders
	A team player who is able to reflect on the opinions and input of others	A strong understanding of child development
	Strong verbal and written communication skills	Good IT skills
	A strongly relational individual	Positive and energetic attitude, and strong desire to meet goals and commitment
	A well organised coordinator who can give strong direction when needed	
Personal Qualities	A clear understanding of One Church Brighton's values and a commitment to work within them	An interest in food and nutrition
	Ability to be flexible and adapt to change.	
	Self-confident and resilient	
	Self-motivated and an ability to work under pressure	
	A practical commitment to be involved in the One Church team and engage in the wider community.	