

## All Souls Serve the City

2 All Souls Place, London, W1B 3DA

Reg Charity No: 1192900

email: info@asstc.org.uk

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## CityKids Coordinator

Hours: 21 hours per week

Salary: Salary £21,871, LLA £3,940 pro rata

Contract: 1 year fixed term with possibility of renewal

ASSTC is a new charitable incorporated organisation (CIO) bringing together a breadth of ministries based at All Souls seeking to serve the needs of those who are isolated, overlooked and exploited through the message and ministry of Jesus.

The Coordinator will oversee our Jellybeans and Jellybabies ministry for babies and toddlers (0-4 years) and their parents and caregivers. It is a safe, welcoming and fun space for all and we seek to introduce caregivers and their young children to the person and love of Jesus.

The post-holder will be responsible for:

- Planning the Jellybeans programme for toddlers and preparing necessary materials ahead of the sessions;
- Running each Jellybeans session (2 per week), in line with its key objectives;
- Running a weekly Jellybabies drop-in session (1 per week) for babies and their caregivers
- Curating (i.e. developing, organising, cleaning, repairing, replacing) the Jellybeans and Jelly Babies resource collection (toys etc.).
- Safely recruiting, training and supporting serving partners (volunteers) to help implement this ministry
- Envisioning and hosting a number of other evangelistic events for parents and caregivers

## The Person

We are looking for someone who is:

- a whole-of-life disciple wanting to know Christ more and grow in love, grace, obedience and Christlikeness themselves; having a servant heart and seeking to live a life of Christian integrity
- a committed conservative evangelical Christian in full sympathy with the values and aims of All Souls Church ministry, having a theological vision for ministries of mercy and justice, a regard for the supreme authority of the Bible and sharing the biblical understanding of holistic mission which undergirds ASSTC
- committed to membership (which includes regular attendance) at the All Souls Langham Place congregation
- experienced at working with pre-school children and preparing faithful and creative Bible teaching for this age group
- strong at engaging with and relating to people from a rich diversity of cultural backgrounds and age groups, and able to build a safe and welcoming environment for adults, babies and pre-school children alike
- equipped with the administrative and delegating skills to organise a ministry
- a strong team player, willing to seek advice and input, and someone who is able to recruit, equip, and develop a team of serving partners
- able to communicate effectively, both orally and in written communication, and has excellent interpersonal and IT skills, including experience of google drive, google docs, and gmail.

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- able to take the initiative and lead from the front and by example
- able to and comfortable engaging in 1:2:1 gospel conversations and leading 1:2:1 Bible studies with caregivers (highly desired and/or willing to learn this skill)

## **Application details:**

For the full job description and application form, please go to the All Souls Serve the City [website](#).

If this role is of interest to you please send the following to [recruitment@allsouls.org](mailto:recruitment@allsouls.org) (or by mail to; Recruitment, All Souls Church, 2 All Souls Place, London, W1B 3DA):

- A CV (2 pages max)
- A completed application form
- A letter explaining why the role is of interest to you (1 page max)

## **Application closure:**

3rd September by 12 noon.

## **Interviews:**

Initial interviews will take place on Thursday 9th September and/or Thursday 16th September

## **Start date:**

As soon as possible thereafter

*There is an occupational requirement that the job-holder is a Christian under the Part 1 of Schedule 9 to the Equality Act 2010.*

*Safeguarding: conditional offers will be made pending the successful completion of a DBS check which will be processed by All Souls*