

## **Job Description – CityKids Coordinator**

### **All Souls Serve the City**

Many years ago, John Stott, former Rector of All Souls Church from 1950 to 1975, paved the way for *All Souls Serve The City* (ASSTC). He saw the need for the church to be active in the community, coming alongside people, as Jesus did, loving and serving others. He observed that London is home to two parallel universes – those that have a lot and those that have little, and he believed that the church's role was not only to preach Jesus but to serve like Jesus. That is what All Souls has been aiming to continue to this day through the work of the ministries of All Souls Serve The City (ASSTC).

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. Our ministries reach out from the All Souls parish, to Westminster and beyond. Each ministry is based on viewing each person as having inherent dignity and worth, is rooted in prayer, and values kindness, compassion, and creativity as we invite all to experience new life in Christ. Each ministry is also firmly rooted and connected into the life of the church, either at Langham Place or at our Cleveland Street location.

**We seek to demonstrate our love for one another and the city** by bringing gospel hope and biblical truth to: those who find themselves homeless, women who are in sex work including those who are trafficked, seniors, school children, and carers and their little ones. We long to be a people who are all for Jesus, who are transformed by his love, and who take up our cross and follow him (Philippians 2:5-8). We seek to be a church that is known for 'loving our neighbours' and caring for them well.

### Vision

Serving fellow Londoners who are vulnerable -- through the ministry and message of Jesus.

**“The Son of Man [Jesus] did not come to be served but to serve and to give his life as a ransom for many.”** Mark 10:45.

### **Jellybeans & Jellybabies**

Jellybeans and Jellybabies is our baby and toddler (0-4 years) ministry for parents and caregivers. The drop-in sessions provide a much needed context for community and friendship in the city centre, where life with young children can prove particularly isolating. Attendance is drawn both from London's West End and a far wider area. We are intentional about Jellybeans and Jellybabies being safe, welcoming and fun for all. We also seek to introduce caregivers and their young children to the person and love of Jesus.

### **The Role**

The CityKids Coordinator oversees this ministry to babies (0 -11 months), toddlers (1-4) and their carers, creating a safe and hospitable space in which they learn about the love and message of Jesus, and where carers feel supported and have an opportunity for friendship.

This CityKids role is part of ASSTC and the programme will be run from St Paul's Church, Robert Adam Street and/or All Souls, Langham Place. The Coordinator will be a member of the ASSTC staff team which is based at 141 Cleveland Street. This role will liaise closely with the 0-18s team at All Souls Langham Place and will work collaboratively across the parish – most notably with the Coordinator of the Club Kids ministry (which is a parallel ASSTC programme based at All Souls Cleveland Street). This role will be line-managed and operate under the direction of the Director of ASSTC, and the Senior Minister (Youth) will

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offer additional day-to-day support.

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 Jellybabies 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

This role will require networking across both of our church congregations, at Langham Place and at Cleveland Street, to mobilise serving partners to assist in the above. In addition, the post-holder will also be responsible for implementing safeguarding policies and procedures for all the Jellybeans & Jellybabies ministry activity.

### 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.
- 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)

### Principal Responsibilities

#### Preparing the sessions

Planning the programme of Jellybeans and Jellybabies drop-in sessions, keeping in step with the dates of the Westminster school term.

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- planning the overall programme for each term, with an eye to marking key celebrations (e.g. Christmas, Easter, end of school year) in a special way
  - preparing a short interactive Bible story for each *week*, usually following a series for the term
  - preparing a craft activity for each *week*
  - publicising the ministry regularly across the parish and in the local community, including at the All Souls school
  - ordering resources and refreshments and maintaining appropriate supply levels
  - ensuring appropriate policies (health and safety, and behavioural) and risk assessments are in place, and that legal registration requirements are met;

### Running the sessions ( including follow-up)

Delivering the Jellybeans and Jellybabies drop-in sessions. Currently three sessions run each week: on a Monday (Babies) and Tuesday and Friday (Beans) morning (from 10:00-11:45).

- coordinating the setting up and packing down (and associated cleanup) of the play areas;
- ensuring the cleanliness of the play areas, kitchen and toilet prior to the start of each session
- ensuring refreshments (drinks and healthy snacks) are ready & prepared
- leading session briefing and prayer time with serving partners before session starts
- extending a warm welcome to all-comers, recording their attendance and fee payment, and ensuring newcomers complete a registration form
- overseeing the free play time
- leading singing and Bible story time (involving other serving partners, as appropriate)
- ensuring that agreed policies (health and safety, behavioural & Safeguarding) are adhered to
- intentionally building strong relationships with parents/carers, and following up with them to offer 1:2:1 Bible studies, as appropriate
- keeping a register of family contacts and session attendance
- keeping in contact with families via email and responding to individual emails from parents and carers
- maintaining and regularly updating the database of families
- filling in income receipt forms on a weekly basis, and timely filing of expenses claims
- planning and hosting a number of additional evangelism events each term (ie. a dads Saturday morning gathering; women's nights out; a Bible Study following a morning session etc.)

### Safeguarding

We take seriously our commitment to champion the well-being of children and this role is expected to play an essential role in this regard. Safeguarding responsibilities for this role include:

- implementing the parish safeguarding policy and procedures within all ministry activity
- implementing the Safe Recruitment procedures of All Souls for the recruitment of all serving partners
- ensuring requisite safeguarding clearances are obtained and appropriate records are kept, and updated when necessary

### Personal and Professional Development

Additional expectations of the role include:

- mapping out key objectives for the ministry year and assessing how these are being met

- participating as an active member of the ASSTC team, including at team meetings, and including leading prayer when requested at a meeting or during wider church prayer times
- participating in personal and professional development opportunities as agreed upon with the ASSTC Director
- participating in wider team development and similar opportunities as recommended by the ASSTC Director.

## **Details**

1. This is a 1 year fixed term contract (with a possible option to renew)
2. This role is 21 hours per week and requires availability three mornings a week to run the Jellies programmes which operate during the school year. Annual leave is three weeks a year to be taken at times agreed with the Director of ASSTC.
3. The salary begins at £21,871, LLA £3,940 LLA, pro rata.

## **6. Application**

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 (available at [www.allsouls.org/vacancies](http://www.allsouls.org/vacancies).)
- 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 Part 1 of Schedule 9 to the Equality Act 2010.*

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