



Children and Families Coordinator Job Description

Shoreditch is a vibrant neighbourhood on the border of the City, with a huge creative arts industry and nightlife. But many of our multicultural neighbours are struggling to cope with the cost of living crisis and waiting on asylum claims. Shoreditch Tab Church has been serving Jesus in this community since 1829. We are seeking to know God's love more and more in our own lives so that we can bring about positive transformation in our community, through the renewing of others' lives in Jesus. As well as following Jesus' example in all we do, we aim to help enable, equip and support people on their spiritual faith journey, and learn to demonstrate God's love in a range of practical ways. We want to continue to build on our projects, both ministry based and missional. In 2019 our new church building and garden was handed over alongside significant space in the existing Tab Centre, located either side of a new community garden. Our buildings hold ministry and missional activities and generate income to support our running costs.

Our Mission Statement:

"The Spirit of the LORD is upon Me, Because He has anointed Me To preach the good news to the poor; He has sent Me to heal the broken-hearted, To proclaim liberty to the captives and recovery of sight to the blind, To set at liberty those who are oppressed; To proclaim the acceptable year of the LORD." (Luke 4:18-19)

Key objectives:

- To develop and oversee the successful delivery of our excellent programmes including Sunday School for 0-18 year olds and our family's project programmes
- To plan and oversee a monthly family's service with the senior pastor
- To train, disciple and release staff and volunteers in the families' ministry

Main responsibilities:

Vision

- Continue the development and implementation of the vision for Sunday School for 0-18 year olds and our families projects.
- To reach out and maintain relationships to the families in our local community

Sunday Services

- Once a month plan and oversee a family service with the senior pastor
- The other three weeks think of creative ways to engage the children in the service

- Plan and prepare resources, sessions and materials for Sunday School which are relevant and engaging and emphasise key Christian events
- Maintain a digital register/attendance
- Work with the families and parents of the children we engage with, offering practical support and pastoral care when necessary
- Arrange rotas for Sunday School and plan a curriculum which aligns with the themes of church
- Use and build upon the existing library of resources and materials for children

The Staff Team

- Attend and participate in staff meetings where requested
- Contribute to a working environment of mutual Christian encouragement reflecting the teachings of the Lord Jesus Christ in the way you conduct yourself in your duties, interaction with others, and your personal life
- Attending Sunday Worship and other key church meetings like weekly prayer meetings
- A commitment to prayer for our on-going work
- Seeking the guidance of the Holy Spirit in your decision making

The Wider Church

- Taking an active part in the worship and spiritual life of the Church
- Being a Christian witness in the community in the course of your duties
- To assist the church in maintaining and developing an active prayer life

Person Specification:

- Passion for seeing 0-18s and their families develop and grow in their relationship with Jesus
- Proven experience of building and managing staff and volunteer teams
- Prior experience in running successful groups for children and young people
- Relevant Kids Work/ Youth Work qualification (desirable)
- A solid understanding of current parenting/ childhood/ youth related issues
- Love for working as part of a team, self-motivation and ability to motivate others
- Strong communication skill and a commitment to excellence
- Strong organisational and administrative skills
- Effective time and workload management
- Trustworthy and committed to the highest standards of safeguarding
- Personal walk with Jesus underpinning a lifestyle of integrity

Working requirements:

- Part-time (14 hours a week)
- 10 days of annual leave per annum + statutory bank holidays
- Be an active member of STBC
- Sunday availability is essential
- Evening and weekend flexibility as required

Salary range: £25,000 - £30,000 pro rata

Please send a CV and cover letter to info@tabcentre.com

Discover more about us at www.tabcentre.com