**Children’s Programme Co-ordinator**

**Location:** St Mark’s Unitarian Church

7 Castle Terrace

 Edinburgh

**Hours: 5 hours a week**

**Rate: £12.00 per hour**

Purpose To develop the spiritual programme for children and

young people who attend St Mark’s, including planned intergenerational activities

Key Responsibilities

* to work with the Minister and Children’s Programme Leaders to plan a meaningful children’s spiritual programme during the Sunday service, for a range of ages and abilities
* to plan special events and intergenerational activities
* to consult with the Ministry Team, Programme leaders, young people and parents to ensure that activities are engaging, supportive and inspiring for all involved
* to ensure that all activities work within the General Assembly safeguarding guidance and meet the safeguarding requirements of the Scottish Government
* to ensure the premises in which the activities are delivered are suitable and safe for children and that materials are in good order, and of interest to a wide age range of children of differing abilities
* to recruit and support the Leaders within St Mark’s Safeguarding policies and prepare Leaders’ rota
* to promote St Mark's as a family-friendly community, using social media and in other parent-friendly forums
* to link with the youth activities in Edinburgh faith communities and the Unitarian national programmes in order to support the involvement of young people from St Mark’s in these, where appropriate
* to manage a budget for supplies and to produce receipts for purchases, under the guidance of the Treasurer

# Reporting Arrangements

This contract will be managed by the Chair of the Ministry Team

In addition to coordinate with the Ministry Team and work closely with children, young people, parents, programme leaders to review and develop programmes and activities.

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**. Requirements**

The person will:

* become knowledgeable about Unitarian faith.
* be able to research and develop materials and activities underpinned by an educational framework consistent with Unitarian values
* have experience working with children
* be able to develop good working relationships with all parties
* be able to represent St Mark’s in relevant forums
* be able to take initiative and be flexible in delivering their hours as required
* be proficient with typical software programmes, internet and social media
* be able to successfully complete a Disclosure Scotland check

# Terms

* This contract will be for two years initially, with performance and priorities reviewed every 6 months**.**
* The person appointed will be self-employed and will submit monthly invoices for their work to the chair of the Ministry Team, who will forward to the Treasurer.
* The hours will be worked flexibly over 46 weeks. These hours will include working on some Sundays.
* The person will be liable for their own Tax and National Insurance.
* There is no provision of sick pay or holiday pay.
* The person will provide their own computer and mobile phone to support them in this work and will be flexible in working from home and in the Church.

Unitarians in Edinburgh St Mark’s Unitarian Church is a Scottish

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