

# The Family Trust



## Candidate Information Pack

## Secondary Schools Co-ordinator

**Inspiring the next generation to explore Christianity.**

The Family Trust, 4 Buckland Road, Maidstone, ME16 0SL | 01622 577960 | [familytrust.org.uk](http://familytrust.org.uk)

Registered Charity: 1162296 | Company Limited by Guarantee: 09453991

# Welcome

Thank you for your interest in this position. The successful candidate will become part of an amazing charity with an excellent reputation of over 35 years of supporting schools and churches. We are currently working in over 110 schools across Maidstone, Medway and Swale. In our work we seek to uphold our values of being Christ-centered, pupil focused and educational whilst maintaining high standards of integrity and excellence.

We believe it is a privilege to share our faith in Jesus, 'inspiring the next generation to explore Christianity'. We aim to demonstrate how the values and ethos of Christianity are still relevant to our daily lives. With this in mind, we respect that we are going into environments where there are children of all faiths and none. In addition to our school work, we greatly value the opportunity to partner with local churches and through these partnerships we have developed a wonderful volunteer network who support the work we do. This is something we look forward to expanding further.

Kind regards

James Alder  
Charity Manager

## Job Role

<b>Job Title</b>	Secondary Schools Worker
<b>Location</b>	Maidstone Office, working across Maidstone and Medway area.
<b>Salary</b>	£26,695 (actual) per annum
<b>Reports to</b>	Charity Manager
<b>Summary</b>	Responsible for leading the secondary school provision and exploring ways to further developing this.
<b>Hours of work</b>	Full-time: Monday to Friday, 40hours per week. Term time only. Some weekend work may be required for which lieu will be given. Attendance at Chequer Tree Camp in the summer is optional and voluntary.

# Responsibilities

- Responsible for the Mentoring provision
  - Being the main contact point for secondary school to liaise regarding mentoring.
  - Responsible for recruitment, training and ongoing support of mentors.
- Responsible for development and delivery of Prayer Spaces in secondary schools.
- Responsible for identifying ways in which work can be further developed and expanded, building on the existing work being delivered by The Family Trust.
- Responsible for designing and establishing new projects that meet the identified needs, and that will support pupils in school whilst sharing the Gospel and inspiring the next generation to explore Christianity.
- Expanding services into new secondary schools.
- Responsible for developing positive constructive relationships within secondary schools.
- Responsible for the safety of children participating in activities.
- Responsible for coordinating, line-managing, supporting and training volunteers involved in the secondary school work.
- Be a part of the Senior Leadership Team of the charity. Offering support to the charity manager and input into leadership discussions and decisions.
- Provide Charity Manager with periodic key statistic or reports for the charity trustees.
- Support fundraising efforts where practical and appropriate.

# Person Specification

<b>Committed Christian</b>	<ul style="list-style-type: none"><li>• This role has a genuine occupational requirement for the applicant to be a Christian.</li><li>• To be motivated by Christian values, endorses and will uphold The Family Trust ethos and statement of faith.</li><li>• Is Christ centered in work in school and office.</li><li>• Sets a positive example for pupils, school staff and colleagues by committing to biblical principles.</li><li>• Is an excellent ambassador for The Family Trust and upholds the values of the organisation.</li></ul>
<b>Presents well</b>	<ul style="list-style-type: none"><li>• Comfortable and confident presenting to groups of pupils of all ages in a school context.</li><li>• Commitment to professionalism including appearance and time keeping.</li></ul>

<b>Area</b>	<b>Essential</b>	<b>Desirable</b>
<b>Team Focused</b>	<ul style="list-style-type: none"> <li>• Ability to work well with and encourage others.</li> <li>• Ability to equip and empower volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team and leading in this context.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Excellent verbal communication to pupils, school staff, colleagues and volunteers</li> <li>• Excellent written communication.</li> </ul>	
<b>Working with young people</b>	<ul style="list-style-type: none"> <li>• Is pupil focused</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering sessions to young people.</li> </ul>
<b>Working with schools</b>	<ul style="list-style-type: none"> <li>• Experience in working with secondary schools.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a secondary school context.</li> </ul>
<b>ICT Skills</b>	<ul style="list-style-type: none"> <li>• Competent in working with Microsoft Office (Word, PowerPoint, Excel, Outlook, Teams).</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in use of the design platform Canva.</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>• Equivalent to 5 GCSEs and 2 A Levels</li> </ul>	<ul style="list-style-type: none"> <li>• Formal qualifications in children's or youth work – degree, diploma, NVQ etc.</li> </ul>
<b>Further training</b>		<ul style="list-style-type: none"> <li>• Additional relevant training e.g. first aid, safeguarding, risk assessments, SEND</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• An excellent understanding and approach to safeguarding children.</li> </ul>	
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Full UK driving license and access to a car with insurance covering business use.</li> </ul>	