

# The Family Trust



## Candidate Information Pack

## Secondary Schools Worker

**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)

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# 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>	£15,000 per annum
<b>Reports to:</b>	Secondary School Coordinator
<b>Summary:</b>	To pioneer the development and expansion of Secondary school work.
<b>Hours of work:</b>	24 hours / 3 days per week. Term time only. Some weekend work may be required for which lieu will be given. This is flexible for the right candidate. 18-month fixed contract with possibility of extension.

# Responsibilities

- Responsible for identifying ways in which schools 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 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 pupils participating in activities.

# Person Specification

Area	Essential	Desirable
<b>Committed Christian</b>	<ul style="list-style-type: none"> <li>• Motivated by Christian values and endorses The Family Trust statement of faith.</li> <li>• Is Christ centered in everything.</li> <li>• Sets a positive example for pupils, school staff and colleagues</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 in a school context.</li> <li>• Commitment to professionalism including appearance and time keeping.</li> </ul>	
<b>Creativity, innovation and organisation</b>	<ul style="list-style-type: none"> <li>• Creative and imaginative in the planning and delivery of all aspects of work with a willingness to present new ideas.</li> <li>• Good time management and task prioritisation.</li> <li>• Self-motivated and able to complete tasks unsupervised.</li> <li>• Able to think on their feet, responding to situations and adapting plans at short notice.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to share additional specific skills e.g. arts and craft, musical theatre, musical instruments, sport etc.</li> </ul>

# Person Specification

Area	Essential	Desirable
<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>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Excellent verbal communication to pupils, school staff and colleagues.</li> <li>• Excellent written communication.</li> </ul>	
<b>Working with young people</b>	<ul style="list-style-type: none"> <li>• Being pupil focused in all areas of work.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team in delivering sessions to young people.</li> </ul>
<b>Working with schools</b>		<ul style="list-style-type: none"> <li>• Experience of working in an educational setting.</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>	