

Sessional Team Member- Kidz Klub Leeds

This is a varied and very rewarding role working frontline alongside the children that Kidz Klub supports. The post holder will join a very supportive team, with ongoing professional development offered as part of the role.

HOURS: 22 hours/week based on 52 weeks/yr.

Annual leave pro rata of 6 weeks plus bank holidays.

SALARY: Pro rata of £24,563.52 (Real Living Wage) - £24,917.80 dependent upon experience.

START DATE: ASAP

Based : Kidz Klub Office, with some hybrid after probation period. Travel to Kidz Klub session venues across the city and visiting rounds.

Pensions: Offered in line with Kidz Klub Leeds Pension Policy.

REVIEW: This post will be subject to a standard 3 month probationary period review and annual appraisal thereafter.

OVERALL JOB SUMMARY:

The post holder is part of a team that delivers Kidz Klub's work across the city, working together with churches, the team, schools and local children/families. Seeking God for His best for the children, team and for the areas served. This is an exciting role covering several aspects of Kidz Klub's work, involving outreach sessions, visiting rounds, office prep, team meetings admin and various community engagement activities.

ESSENTIAL

- A genuine occupational requirement of this role. The postholder is a committed Christian, who is part of a church community and who can support the [Trust's statement of beliefs](#)
- Commitment to and understanding of the vision and culture of Kidz Klub Leeds
- Understanding of the needs of 'unchurched' children and families living in deprived communities
- Enthusiastic about working with volunteers and children
- Previous experience of working with 4 to 11 year olds in small and/or large group settings
- Flexibility
- Ability to carry responsibility, to assist in leading sessions, captain a bus load of children, floor manage the session, do the register, to manage challenging behaviour, to implement all policies and procedures for the sessions.
- Ability to support a volunteer team from diverse backgrounds
- Excellent communication skills at all levels – with children, their parents and other colleagues
- Excellent administrative and organisational skills
- Solution focused and able to take initiative
- Ability to work as part of a team
- Trustworthy, hardworking, reliable, respects confidentiality, willing to work some unsociable hours

PREFERABLE

- Use of a car and full driving licence
 - NVQ 3/4 in children's work or similar professional qualification
 - Living in or prepared to live in the areas covered by Kidz Klub.
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KEY WORKING RELATIONSHIPS FOR THE POST.

- Session Worker at our community based Hub Klubs and our large Central Klub. Carry out a home visiting round
- Office based hours-prep/admin
- Alternative timetable and activities on weeks when Hubs/Central/Visiting is not taking place- eg trips, camps, young leaders, family support assist, play streets. Hours flexibility will be needed.
- Will be a part of the staff days away and prayer days/evenings- as agreed and appropriate/fitting with timetable.
- Part of a wider group of staff members and volunteers who work together to enable the ministry to happen throughout the week.
- Line Managed by the Central Leader and accountable to the Hubs Leaders for Hub time.
- Kidz Klub Leeds is part of a citywide partnership of congregations and organisations, and the post holder will work in liaison with such groups as appropriate.

AIMS OF THE POST,

- *This post is to support the Session Leaders in the running of Kidz Klub activities, bringing strength to the team, knowing all of the policies and procedures and implementing these/troubleshooting. Ensuring that everything runs to plan and that the children and team are supported.*
- *Key to this position is the implementation of Kidz Klub Leeds Child Protection policy in all areas of work. The post holder will ensure the safeguarding of the children in Kidz Klub's care and the implementation of all operational policies and procedures relevant to this post.*
- *Key to this role is seeking God for His best for the children, team and for the areas served. Working together with the team, churches, schools/partners (where relevant) and local children/families.*
- *Working to make the Sessions the best they can be and to ensure the care of the Children and Team. Putting the children first in all that is done. Praying for the children, lavishing them with attention, and encouraging the Team to do this. Supporting the children to become disciples through Sessions. Making everything the best it can be for the children. Leading the team, supporting, training, praying for, motivating, and equipping the team. Fostering a sense of togetherness and going together on a journey with God. Communicating and working together with the team to ensure the programs go well. Hearing from the children and implementing as able feedback from the children.*

DUTIES OF THE POST

- Session weeks- 'office hours' to assist with preparation for Hub's and Central Klub/ admin or support for Family Support Team or Yung Leaders, to assist with preparation for trips etc.... or other activities- eg support a Family Support visit during this timeframe.
- Assist in set up and clear away and running of our Hub Klubs
- Assist in set up, running and clear away of our large Central Klub.
- Working with the Team to see excellent relationships formed and families supported
- Trained in all areas of running the Hubs and Central- so able to step into all roles eg Bus Captain, Floor Manage, Discipline, Teaching, Toilets, Bus Coordinating, register
- Will work alongside the teams to see the safe and smooth running of the Sessions and implementation of all policies and procedures. Troubleshooting any issues.
- Assist with the ongoing training and development of the volunteer team including; assist in new volunteer training/supervision and buddying team and young leaders as necessary, supporting the team to carry out their jobs and engage with the children throughout the sessions.
- Troubleshooting any issues with the children/sessions and implement action plans - equipping the team to support the most vulnerable and challenging of children in need of extra support within the session.

- Be session support for the Session Leader/s – support with teaching and running the session and cover in their absence.
- Non sessions weeks: varied role to champion the children and support organisation wide initiatives.

SHIFT PATTERN DETAILS (flexibility is required). We plan ahead as far as possible:

1. Approx 31 weeks/year (term time) 22 hours would look like :

2.

- **Monday's 9.5 hours.**

Non Central weeks (7.5 hrs-9.5) - help with breakfast trips, assemblies, young leaders program after school time, office hours/home visiting.

Central Klub weeks –10am -9pm (with 1 hr and a further ½ hr break).

Weeks vary but advance notice is given of use of time for visiting/central.

- **Tues/Weds**

office hours/assemblies and a home visiting round/s (visiting round 2-4 hrs between 3.30-7.30pm)

- **Thursday's**

Hub Klub: 6.5 hrs 2-8:30 pm.

3. Remaining weeks: 22 hrs (timetable to be agreed each half term in advance):

To include occasional weekends, evening/s and/or early morning activities. Eg for young leaders events, trips, represent Kidz Klub at community events/gala's, breakfast trips, assemblies, flyering schools, assisting assemblies, volunteer recruitment, camps, staff training days and evenings, line management time, prayer events, Christmas hamper and toys delivery.