



Job Description

Job Title	Kids Work Support Worker – Sutton Service
Responsible To	Sutton Service Leader Christ Church London Kids Work Coordinator
Responsible For	Volunteers, Children
Conditions of Service	<ul style="list-style-type: none">- 4 hours Per Week on a Sunday morning: 9:00-13:00- £15 per hour- Initial period until 6 December 2020; potential to extend- A clear DBS is required before work can begin
Location	CryerArts Theatre, Carshalton High Street, SM5 3BB

Christ Church London's Mission Statement

Christ Church London helps people grow in faith in Jesus Christ, participate in the church community and work for the spiritual, social and cultural renewal of the city.

Main Purpose of Job

This role will be the primary role in the smooth set up and running of the kids work provision at the Sutton Service.

Responsible for:

- Arrive before Volunteer Team to deliver resources to appropriate rooms
- Set up kids work rooms (and crèche when that restarts)
- Lead volunteers on setting up a COVID Secure kids work provision
- Set up the Kids Check-in system
- Run one of the kids work sessions (with a volunteer provided from the Sutton team)
- Coordinate check out process
- Set down and pack away all kids work resources
- Take responsibility for any on-the-ground DBS admin
- Maintain the kids equipment in good working order, and alerting the team if anything is broken or needs to be replaced
- Keep a roster of all the children checked in to the sessions, for emergency procedures

General Expectations

- Represent Christ Church London professionally and appropriately.
- Complete reports as required.
- Attend Sutton Service meetings, to collaborate with other service departments where appropriate and to contribute to the development of the Sutton Service.
- Adhere to and implement relevant policies, including equal opportunities and health and safety.
- Undertake any other reasonable duties as requested by line manager.