

- Purpose:** To work with the Red Balloon Foundation [RBF] team in the delivery of various groups and activities for children, young people and their parents/carers as well as on events and activities for the wider community with a focus on the creative and/or performing arts
- Accountable to:** An assigned Director, Associate Director of RBF or Senior Families’ Worker
- Team:** The successful applicant would be part of the RBF team and receive their full support in any project delivery
- Contract:** One to Three Years; continuing employment will be subject to satisfactory performance during an agreed probationary period

Responsibilities:

RBF is a rapidly growing third sector organisation working with churches, local authority groups, voluntary sector organisations, schools and individuals on a wide variety of projects primarily for and with children and young people. Our team of Families’ Workers help deliver our projects in Essex, Hertfordshire and Greater London, working out from our base in Loughton.

We are open to working with candidates who:

- Are interested in taking on the role as described here;
- Would like to explore the role as a paid placement as part of a course of study at a recognised university or theological college (e.g., Moorlands College, St. Mellitus, Westminster Theological College, etc.);
- May wish to take on less hours than described here as part of a job-share or part-time arrangement.

Role Will Consist Of... (Approx. 38 hours per week):

- Assisting and, with experience, leading in the delivery of a variety of groups for children and young people, during school time and/or on weekday evenings and Sundays based on the particular skill set of the worker;
- Participating as team member on medium to large events and activities such as conferences, festivals, etc.;
- Completion of various planning, preparation and evaluative activities related to sessions delivered and our wider activities;
- Attendance at various weekly RBF Team Meetings;
- Attendance and input at occasional meetings with partners (Christian and state/voluntary sector);
- Leading/assisting as appropriate on other RBF projects allocated according to your particular ministry skills/gifting (see www.rbf.org.uk for overview of current projects).

Additional Responsibilities would include:

- To be aware of RBF, Local Authority and appropriate partners’ policies and procedures, working within their guidelines and where appropriate, implementing policy;
- To be aware of relevant legislation regarding activities undertaken in children’s and community work and to work within it’s framework;
- To work in a flexible and co-operative manner and to undertake all such reasonable tasks as may be requested by the leadership of RBF.

Personal Qualities Required for this Post:

1. Previous experience of children's and/or youthwork in a paid or voluntary context.
2. Previous experience or expertise in an applicable creative or performing art, preferably in instructing this art to others.
3. Ability to and preferably experience of 'holding a room' and encouraging those on the periphery to engage well with activities through a flexible and energetic approach.
4. Well organised and proactive, able to take initiative and organise day to day tasks whilst being willing to submit to guidance from those in positions of leadership.
5. Good communication skills, i.e., able to present facts, concepts and ideas lucidly and engagingly in verbal, written and visual form to children, young people and adults.
6. Working knowledge of ICT and ability to set up projectors, research topics online, create presentations, etc. (training can be offered where this is not currently in place).
7. A self-motivated and enthusiastic person, i.e., able to "get on with the job" alone and work with others.
8. Good educational background, i.e., A-levels or equivalent.
9. Flexibility, i.e., able to fit in with a wide variety of people and recognise that working in an organisation like RBF can be both physically and emotionally demanding due to the nature of some of the service users we encounter.
10. Ability to work in partnership with people from a variety of different ministry contexts and styles of churchmanship as well as those with no faith at all.

Other Relevant Information:

1. Working Week: Most RBF team are on 39/44 week per year contracts reflecting most of our projects take place during school term time, although 52 week contracts also available. All contracts include at least one full rest day per week. Hours of working will be flexible, e.g., later starts on days where the worker is participating in evening groups/meetings. Sunday working will be part of the role but will generally be organised to allow workers to attend an evening service of worship if working in the morning or vice versa.
2. Annual Leave: Calculated on an accrual basis according to the number of hours worked.
3. Remuneration: Dependent on skills/experience and status of post (e.g., whether RBF is also supporting degree fees) per job advertisement.
4. Personal Retreat: All RBF staff who would identify as Christians are encouraged to engage in spiritual retreat throughout the year and are required to find opportunities to engage in collective worship on at least a bi-weekly basis.
5. Professional Support: All RBF staff are encouraged to get involved in as much training as possible and training opportunities will be made available regularly.
6. Working Context: You will be working at a variety of different venues. Laptop will be provided unless worker has their own equipment which they would rather use where a secure RBF work area can be set up.
7. Appointment will subject to a satisfactory Enhanced DBS check and the taking up of three satisfactory references.

Appointment Process:

- **CV and covering letter to be submitted to office@rbf.org.uk**
- **Application forms will be provided to candidates who meet our minimum set of requirements and should be returned to office@rbf.org.uk by the stated date**
- **Referees should be able to provide completed reference forms before interview**
- **The shortlisting process will be decided depending on the reported skills/experience of the candidates and the interview will involve observation of candidates in a children's/youthwork setting, written exercises, group discussions and panel questions**
- **The successful candidate will be invited to take up their post at an agreed date**