

- Purpose:** To work with the Red Balloon Foundation [RBF] team in the delivery of excellent before and after school care and facilitate the effective rooting of care settings within their wider community
- 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 deliver projects in Essex, Hertfordshire and Greater London, working out from our base in Loughton.

**Role Will Consist Of... (Approx. 26-30 hours per week):**

- Leading in the delivery of care for primary age children before and/or after school within a school site;
- 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 regular meetings with partners (Christian and state/voluntary sector);
- Actively seeking out partnership opportunities with the wider community around the setting to ensure it is rooted in and blessing the whole area, facilitating volunteers, organising trips out for our service users, participating in local events, etc.

*Note on Hours Available:*

- *Persons looking for a full-time post should additionally apply for a Children's/Youth/Families' Worker role;*
- *Persons looking to only work on certain days in the week should make this clear on their application form.*

**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. There is a Genuine Occupational Requirement (GOR) for the candidate to be an active, practicing Christian from a Trinitarian denomination. The Employment Equality (Religion and Belief) Regulations 2003 Section 7.2 applies.
2. Previous experience of children's work in a paid or voluntary context.
3. 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.
4. 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.

5. 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).
6. A self-motivated and enthusiastic person, i.e., able to "get on with the job" alone and work with others.
7. Good educational background, i.e., A-levels or equivalent.
8. 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.
9. 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.
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 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 mainly at the setting you lead and the RBF office, although flexible working will be required to support the wider team. 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](mailto: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](mailto: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**