# Example job description for a Children’s Worker

**NOTE FOR EMPLOYERS**

‘There must be a clear job description which is reviewed regularly.’ [Quaker faith and practice 13.35](http://qfp.quaker.org.uk/passage/13-35/).

Below is an example format for a job description. You can use this as a basis for your own job descriptions. It should not be used for volunteers and it should not be used for self-employed individuals.

Remember the following, in connection with job descriptions:

\*The job description defines the job for recruitment, is a measure against which to assess performance and can help you determine training needs.

\*An ill-defined job description can lead to misunderstanding and resentment from both parties. Draft it carefully. It is good practice to review it with the employee on an annual basis.

#### Example job description format

**Job title:** Eg Children’s Worker

**Reports to:** Eg ‘Clerk to Children’s Committee’’

**Responsible for:**

**Location:** xxx Quaker Meeting House

**Hours:** xxx per week

#### Main purpose of the job

* To engage more children and families in the life of XXXXXX Local Quaker Meeting, by developing and delivering vibrant, welcoming, age-appropriate activities during Meeting for Worship on Sunday mornings, and promoting these activities to attract more participants.
* To ensure that these activities are joyfully grounded in the Quaker testimonies of equality, peace, simplicity, truth and environmental concern, enabling the children to gain experience of Quaker worship.
* To work in friendly, constructive collaboration with other adults from the Meeting, and to help ensure that children are involved as fully and equally as possible in the Meeting as a whole.

#### Principal duties

*List here the main things for which the job holder will be accountable. Be specific to your situation.*

* To provide a warm welcome for all newcomers, and to work in close partnership with parents and carers.
* To lead a children’s meeting/ activity sessions with the children of the Quaker meeting on a Sunday morning, alongside a volunteer from the meeting.
* To liaise with volunteers from the meeting in relation to sessions being planned.
* To prepare plans for the sessions, with built-in flexibility in relation to the number and ages of children.
* To keep a log of activities undertaken, to the discussed on a quarterly basis with the meeting’s contact person.
* To co-ordinate the rota of volunteers from the Children's Committee to ensure that at least two DBS-verified adults are always present – including cover by these volunteers when the Children's Worker takes holidays.
* To review periodically the resources available for work with the children, and agree any changes / new purchase, from within an agreed budget.
* To ensure excellent safeguarding and health & safety practice at all times, following the policy and procedures of the Area Meeting
* To highlight immediately to the contact person any issues relating to safeguarding or health and safety.
* To reach out to bring more families into the meeting, eg. by producing online and other promotional materials, by using Quaker networks to reach Quaker families, and by contacting and visiting children's activities in the neighbourhood to reach local families. We envisage that this will take approximately x hours a week.

#### Person specification

Essential

* Experience of working with young children and families
* In sympathy with Quaker values.
* Skilled in using activities which engage the children in positive and inclusive behaviours
* Flexible, able to work on your own initiative as well as with others
* Energy and passion
* Creative skills in using stories and games as a basis for work with children
* Well organised and adaptable
* Willing and able to work alongside volunteer helpers
* This post is subject to an enhanced (regulated) DBS

Desirable

* Experience of attending a Quaker meeting
* Ability to explain about Quakers to people in the local community
* Ability to relate well to secondary school age children and young people

Date: *State the date the job description was drafted or last reviewed.*

Please refer to Area Meeting Clerk of Trustees when seeking to employ