



Registered Charity No. 1103573

## **JOB SPECIFICATION FOR KIDZ KLUB DIRECTOR**

### **Overview**

Coventry Kidz Klub's overall mission is to children in Coventry in the age range of 6's-12's (pre secondary school) especially within those areas of the city that have a higher level of deprivation.

Our principal strategy is to run regular clubs for children with fun, games and interactive learning, which effectively communicates the Christian gospel, offers friendship and support, and relays a positive message of self-esteem, respect for others and a good moral framework to help children become healthy members of society.

Children who attend are regularly visited mid-week to build relationships with the children and their families. We work with partner churches to encourage follow-on discipleship among children who wish to learn more.

We wish to expand our work by increasing numbers of children at existing clubs, by planting further satellite clubs around Coventry, and by using other methods of evangelism and discipleship. Our aim is that every primary school age child in Coventry, especially in areas that have a higher level of deprivation, should have the opportunity to attend a Kidz Klub or an alternative. We are currently developing a strategy which sees some clubs more closely connected to local churches who take more leadership and oversight of that club (Link Churches). We also work with Partner Churches who support Kidz Klub through prayer, team and financial giving.

This role is a strategic, visionary and management role. The director, accountable to the trustees, will be responsible for leading the Kids Klub staff (including fundraising, administrative and satellite club leaders) as well as creating key relationships with Church Leaders across the city.

### **Job Description for Director**

- 1.** To implement a City- wide children's ministry within Coventry as outlined above, and develop a strategy for this with the trustees. To listen actively to God for the development of Kidz Klub and especially for identifying Partner Churches and areas for new satellites, as well as developing a strategy for connecting existing clubs with Link Churches.
- 2.** Manage, care for and disciple satellite leaders, admin & fundraising staff. To lead the team in the clubs and the weekly visiting, and to supervise and support the satellite team(s) through their team leader(s).
- 3.** To develop city-wide networks with Church Leaders, forming good relationships with a variety of churches and communicating the vision of Kidz Klub to new churches so that they take up and support our vision.
- 4.** To manage/support\* satellite leaders to be responsible for all organisation required, to motivate, inspire, and get commitment, ownership and a high degree of delegation task sharing for the weekly club and for visit rounds. (\*The specific relationship depends on whether the club occurs in a Link Church, or with support from Partner Churches)
- 5.** To manage Kidz Klub organisation with the wider staff and volunteers . This will include

overall responsibility for:

- a. Prayer support (with satellite leaders)
- b. Implementing our Safeguarding, Health and Safety and Equal Opportunities Policies.
- c. Training, equipping and envisioning volunteers
- d. Budget management and fundraising
- e. Communication with supporters
- f. Monthly reports to and any other tasks assigned by the trustees
- g. Recruitment of team
6. Management & oversight of the club curriculum including standardising the curriculum so it's usable by new clubs.

## **Person Specification for Director**

1. A thorough and balanced understanding of the Christian faith from the inside, compatible with the basis of faith of the Evangelical Alliance and based on personal experience as a follower of Jesus Christ. Is or is willing to become a committed member of a local church, preferably a Kidz Klub Partner or Link church.
2. A visionary who can develop and implement strategy confidently and with sensitive change management.
3. Confident at networking with church leaders and other city-wide professionals.
4. Enthusiastic about working with children and fully committed to the vision of Kidz Klub. You will need to have an established track record in children's work, particularly in a large group setting. Demonstrating an ability to build relationships and share the gospel with children. You must be culturally aware and able to use authority and discipline appropriately.
5. Has an established track record in leading teams of volunteers and managing staff. You must demonstrate an ability to motivate and inspire. A successful candidate will have a warm personality, have a respect for difference, is a team player, has a sense of humour, has excellent interpersonal skills, leads by example and will be followed.
6. An initiator who can see new possibilities. Can work effectively without day to day supervision. You must be flexible, trustworthy and hardworking, balancing priorities and make sound decisions. You can demonstrate good organisational skills and must have good IT skills (Microsoft Office).
7. You must have a full UK driving licence and have access to a car.

## **Appointment Details**

1. The employment is 4 days (32 hours)
2. The salary is £20,100 per annum, with annual indexation of pay (cost of living). Overtime will not be paid. The salary will be paid monthly in arrears by standing order into a specified bank or building society account. (This is equivalent to a full time salary of £25,125)
3. The appointment is for three years, with a probationary period of six months.
4. There is a pension scheme offered to which a contribution of 5% of salary will be paid directly, to be matched by a similar contribution from the Kidz Klub Director. This must contain a life insurance element acceptable to the trustees.
5. You will be supervised by the nominated member of the trustees (normally the chair).
6. Office space is provided at St John's Church, Westwood, with access to the Kidz Klub

computer. One week day will be a day off.

**7.** There will be five weeks paid holidays, plus bank holidays pro rata as well as time off for retreats, conferences and training, to be mutually agreed. You are encouraged to attend regular training courses and events.

**8.** Expenses will be paid in full as approved by your line manager - anticipated expenses are phone, travel, and appropriate conferences, training courses and events, and retreats. For travel in your car, our current mileage rate is 45p per mile for the first 10,000 miles and 25p per mile thereafter.

**9.** Kidz Klub's conditions of employment apply.

To apply please send your CV and a covering letter explaining why you would like the role to [officekkcov@gmail.com](mailto:officekkcov@gmail.com). Please also provide two referees alongside contact details. One referee should be a work reference and one should be a church leader.

Closing date for applications: **25th May 2021**

Interviews are to be held on **Tuesday 8th June 2021**

May 2021