



## Job Description

**Job Title:** Children's Worker – Part time  
**Location:** The Micah Centre, 149a My Lady's Road, Belfast, BT6 8FE  
**Reports to:** General Manager

### The Job

The post-holder will work as part of the Youth and Children's Team to provide activities to meet the needs of the Primary School aged Children in the WPCA catchment area as well as support their families. They will create safe and warm environments for children to come and learn as well as have fun and will work alongside our Youth Team to provide opportunities to help these children reach their potential. The post holder will also take part in general staff meetings which involve prayer times.

The role is based in the Micah Centre office. Working hours will include Sunday working, occasional Saturday work, daytime and evening work and will require the post-holder to be flexible. Ideally, the post-holder will require a current driving licence and access to a vehicle.

### Key Responsibilities

1. To oversee and facilitate work with Primary School children, particularly boys.
2. As part of the staff team, develop a service within the WPCA catchment area that supports and meets the needs of the local children and their families.
3. Build appropriate networks with local Primary Schools and other agencies.
4. Work within a budget set by General Manager.
5. Recruit, support and equip volunteers within WPCA.
6. Be involved in planning and running WPCA's Summer Scheme.
7. Detached work in local Primary Schools to build relationships with pupils and staff.
8. Be involved in delivering school assemblies when required.
9. As part of the Children's team, develop the children's work that currently takes place within WPCA.
10. Be involved in the organising and running of WPCA family events.
11. Take part in and encourage children and parents to join in WPCA family events.
12. Undertake training identified by management, attend staff meetings and development events.
13. Adhere to the policies and procedures of WPCA, strictly observing health and safety regulations and the WPCA policy on Child Protection.
14. To produce materials for teaching different topics for activity groups including Bible study materials.
15. To undertake any other duties commensurate with the post in discussion with management.

## Person Specification

### Essential Criteria

1. Be a committed Christian whose lifestyle will enable you to own and work within the Christian ethos of WPCA and the faith element of the organisation.\*
2. 3 A levels A-C grades.
3. 3 years experience working in Children's Ministry (can be voluntary).
4. Explain how you can demonstrate knowledge of the issues facing children and their families in the WPCA catchment area.
5. Explain how you can demonstrate excellent interpersonal and communication skills – both written and verbal.
6. Give examples of your ability to interact with a wide range of people, including professionals right through to young children.
7. Proven ability to work as part of a team, proven ability to use initiative and a self-starter.
8. Proven ability to multitask and prioritise a varying workload.
9. Ability to work independently (organising time effectively) and as part of a team.

### Desirable Criteria

1. Third level qualification, preferably in Teaching, Early Years, Youth Work or equivalent.
2. Good organisational and record keeping skills.
3. Experience of running clubs for children, especially primary-aged boys.
4. Experience of leading a team.
5. Experience of working within a multi-disciplinary team.
6. Willingness to undertake relevant training for personal and professional development.
7. Hold a driving licence and have access to a car.

**NOTE:** \*Consistent with Equality Legislation, the criteria stated in point 1 of Essential Criteria is necessary given that this is a post where the essential nature of the job requires it to be done by a person holding these particular views.

### Hours

20 hours per week

### Term of Post

Three years with possibility of renewal, subject to funding.

### Remuneration

NJC Scale Point 5 SCP 12 (£26,421 pro rata)

### Annual Leave

Six weeks holiday, taken as a week after Christmas, a week after Easter and four weeks over the summer (to be agreed with line manager). This will be agreed pro-rata.

**How to apply:** Complete the application form – email to Heather Purdy at [heather@wpcabelfast.co.uk](mailto:heather@wpcabelfast.co.uk)

**Closing date:** 5pm Tuesday 5<sup>th</sup> November 2024. Interviews will take place on Monday 11 November in the evening.

## **INFORMATION FOR PROSPECTIVE EMPLOYEES**

### **Background**

Willowfield Parish Community Association was founded at the end of 2002 to address some of the profound social, emotional, physical and spiritual needs of residents in the Willowfield/Woodstock area of East Belfast – an area classified among the most deprived in Northern Ireland. Established by Willowfield Parish Church, the two organisations work closely together and the Rector of the Parish chairs the management committee. In 2007 we opened the Micah Centre, a purpose-built facility to house the various programmes and activities that we run. We currently work with the following, identified as a result of needs analysis, and surveys conducted with local residents: the elderly, teenagers, children, unemployed adults, local families and those struggling with poverty and deprivation.

### **Ethos**

WPCA has a Christian ethos and that informs the way staff fulfill their roles, how we relate to one another, how we relate to the organisations and individuals with whom we work, and how we relate to those we seek to help and serve. Our ethos emerges from a desire and motivation to express Christ's love to all people.

While WPCA is motivated by the Christian faith, we seek to be accessible to people of all faiths or none. We are committed to serving and respecting all people regardless of their gender, marital status, race, ethnic origin, religion, age, sexual orientation or physical and mental capability.

### **Growth**

Since its inception, WPCA has seen continual growth. Because of this there is a culture of regular change and development within the organization, and we aim to continually evaluate and monitor the effectiveness of what we do, so that we ensure that we develop appropriately and respond to the changing needs of our community. This makes for an exciting, dynamic (and sometimes very busy) place to work.

Please note that in order to comply with our Child Protection Policy we will require an employee to undertake a Criminal Records Bureau Disclosure if their role or assistance at one of our programmes brings the employee into regular contact with children.