

Job Description

Post:	ignite Coordinator
Purpose:	To coordinate the delivery of ministry to 0-18 year olds known as <i>ignite</i> .
Accountable to:	The Incumbent of St. Mary's
Contract:	Permanent

Church & Staff Team

St Mary's is a thriving and friendly evangelical charismatic Anglican church in the heart of Loughton.

Responsibilities & Context:

Ignite is the children's and youth ministry of St Mary's and is fully integrated into the life of the church family. This role is permanent and part time.

Areas of Responsibility:

Overall responsibility for the daily coordination and administration of the 0-18's ministry at St Mary's, working with the Ignite Leadership Team.

1. *Communication & administration*

- Administration and coordination of all ignite programmes. This includes managing rotas, resources, social media, policies, group registers, finances and effective team communication. Plus, general administration relating to the work of ignite.
- Along with the ignite leadership team; being present to assist ignite team on Sundays.
- Help with setting up, registration and clearing up for ignite on Sundays.
- Attendance at the weekly church staff meeting.

2. *Training and coordination*

- Volunteer recruitment and induction for all ignite teams.
- Organise team training.

3. *Parish Safeguarding Officer*

- Responsibility for all administration, policies and procedures relating to the St Mary's Safeguarding Policy (including DBS and Safer Recruitment procedures).

Additional Responsibilities would include:

- To be aware of Local Authority and Chelmsford Diocesan Safeguarding procedures, working within their guidelines and implementing policy.
- To be aware of relevant legislation regarding activities undertaken in youth and children's work and to work within that framework.

Person Specification Required for this Post:

1. A committed evangelical charismatic Christian willing to become a member of St Mary's Church.
2. Excellent organisational skills, good educational background and competent with computers.
3. Good understanding of working on children and youth teams and willingness to work within safeguarding procedures.

Other Relevant Information:

1. Working Week: The working week of the successful applicant will consist of 16 hours, working on Wednesday and Sunday mornings, otherwise flexible hours, with one Sunday off-duty per month.
2. Annual Leave: 6 weeks per year plus public holidays worked out pro rata on 1/5 of the working week.
3. Remuneration: £10,612
4. Working Context: A desk and computer will be provided within shared office space.
5. It is a Genuine Occupational Requirement that the person appointed is a committed practising Christian. The Employment Equality (Religion and Belief) Regulations 2003 Section 7.2 applies.
6. Appointment will be subject to a satisfactory Enhanced DBS disclosure and Independent Safeguarding Authority registration. St Mary's is committed to safeguarding and welfare of children, young people and vulnerable adults and expect all staff to share in this commitment.
7. The appointment is subject to a probationary period of 3 months.

Applications must be received by 12noon on 28 March 2025. Mail to Amanda Hart, St Mary's Church, 201 High Road, Loughton, IG10 1BB or email amanda@stmarysloughton.com