

Job Description
Co-ordinator for THINK

(5 days per week, for an average of 35 hours per week, 52 weeks per year)

Responsible to

- Director of SparkFish

Key relationships

- SparkFish staff team
- Staff and volunteers from local churches who are part of the Think! team
- Headteachers / relevant staff in the schools of Reigate, Redhill and Merstham
- Chair and Trustees of SparkFish

Overall purpose

- 1 To maintain and develop provision in the Think! strand of SparkFish work, providing opportunities for spiritual and moral development in local schools by arranging Think! spaces.
- 2 To contribute to the Hope strand of SparkFish work, supporting nominated pupils at Furzeffield Primary School

Responsibilities

| Area of activity | Tasks |
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| Develop this strand of SparkFish work | <ul style="list-style-type: none"> • Liaise with local schools to arrange a manageable annual programme • Develop a team to staff Think! spaces, set them up and take them down. • Keep an inventory of Think! resources in our Think! storage space • Keep records of Think! spaces and develop new stations for future use. • Maintain and develop links with Prayer Spaces in Schools / other relevant networks (www.prayerspacesinschools.com) |
| Plan visits to particular schools | <ul style="list-style-type: none"> • Liaise with school to discuss theme. • Plan Think! space and send draft plan to school. • Order and gather resources required. • Confirm Think! week rota for pupils with school. • Organise team for leadership, transport, set up and take down. |
| Present Think! in each school | <ul style="list-style-type: none"> • Arrange transport of resources to school. • Arrange set up of Think! space (approx. 3 hours depending on size) • Arrange staffing of space (leader and helper for each session) • Arrange take down (approx. 1 ½ hours) • Arrange transport of resources back to base. • Confirm with school that arrangements were satisfactory. |
| Develop links with churches (It is understood that some work on | <ul style="list-style-type: none"> • Identify churches which might support Think! in schools which are local or linked to them • Make contact to invite prayer, volunteering or financial support from members of these churches • Prepare and provide information for engagement in these ways |

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| weekends or during school holidays may be needed for this) | |
| At FurzeField Primary School (1 day p.w. or equivalent) | <ul style="list-style-type: none"> • Provide and resource support for the personal and emotional development of identified individuals / groups • Undertake training in Draw and Talk and any other relevant strategies • Take part in peer support with the Co-ordinator for Hope |
| Wider SparkFish Teamwork | <ul style="list-style-type: none"> • Attend staff team meetings weekly • Contribute to the strategy and vision of SparkFish as a charity • Help plan and take part in SparkFish fundraising efforts where appropriate • Contribute to SparkFish publicity – e.g. newsletter, social media and blogs on the website • Be invited to take part in SparkFish church visits and events where appropriate • Where appropriate assist the Director of SparkFish and other SparkFish colleagues with the Year 6 transitions workshops, lunchtime clubs, assemblies, small groups and other miscellaneous projects |
| Personal knowledge, skills and experience | <ul style="list-style-type: none"> • Keep up-to-date with curriculum needs and training opportunities • Keep in touch with developments in schools' ministry • Take one personal reflection day a term for prayer, quiet reflection and study • Take part in peer supervision at least once every half term when needed |

Signed

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Co-ordinator

Date

1st March 2022

SparkFish is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS disclosure is required for the holder of this post.

Person Specification

Think! Coordinator



| | Essential | Desirable |
|---------------------------|--|---|
| Commitment | <ul style="list-style-type: none"> • Acceptance of the Basis of Faith, Aims and Values of SparkFish (please see www.sparkfish.org.uk/faqs) • Willingness to work without direct supervision as part of a wider team | |
| Knowledge | <ul style="list-style-type: none"> • Relevant professional qualification and/ or experience | <ul style="list-style-type: none"> • Knowledge of educational organisations • Knowledge of different Christian traditions |
| Skills | <ul style="list-style-type: none"> • Clear and courteous communication in speech and writing, including the use of IT • Effective communication with children and young people • Good rapport with children and young people | <ul style="list-style-type: none"> • Editing/ Video skills • Knowledge of social media |
| Experience | <ul style="list-style-type: none"> • Experience of working with young people individually and in groups • Use of the internet for research, ordering resources etc. • Experience of managing a team of volunteers | <ul style="list-style-type: none"> • Risk assessment for health and safety • Event planning experience |
| Personal Qualities | <ul style="list-style-type: none"> • Warmth and enthusiasm • Personal initiative and independence in appropriate areas of job description • Commitment to teamwork • Patience and determination • Ability to travel independently around the area • Driving/car use • Honesty and integrity | <ul style="list-style-type: none"> • Loyalty and encouragement • Capacity for reflection |

Co-ordinator for THINK!

This role has a **Genuine Occupational Requirement** to be filled by a committed Christian.

The post involves leadership of the ministry of SparkFish which makes the Christian faith accessible to young people and includes opportunities for them to develop their own Christian faith.

The person filling this role will need to be a committed Christian as they will have responsibility for:

- Representing and explaining the Christian aims and values of SparkFish.
- Developing activities which will give young people an opportunity to understand and access the Christian faith
- Evaluating the suitability of volunteers to serve in a Christian organisation and providing spiritual leadership in the area of schools ministry.
- Working with churches and Christian agencies to establish mutually effective ministry partnerships.

SparkFish has an emphasis on continuous professional development for its employees. The CPD for this role may include training in Christian ministry and personal spiritual development.

¹ Please see www.sparkfish.org.uk/faqs