

Job Description

Hope Co-ordinator (21 hours a week)

Responsible to

- Director of SparkFish

Key relationships

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

Overall purpose: To maintain and develop provision within the Hope strand in Secondary Schools in Reigate, Redhill and Merstham. To take part as a member of the staff team in oversight of this strand more widely.

Responsibilities

Area of activity	Tasks
Student support in local Secondary Schools (3 days a week)	<ul style="list-style-type: none"> • Within a brief agreed with the Headteacher/SENCO and Director of SparkFish, lead and resource support for the personal and emotional development of identified individuals / groups (e.g. through 1:1 mentoring, short courses or lunchtime provision) • Make preparations and keep records for the above activities • Monitor the impact of these activities
Wider Teamwork	<ul style="list-style-type: none"> • Attend staff team meetings • 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 • 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.

Signed

Hope Co-ordinator

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Director of SparkFish

Date

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.