



## CRiBS' Secondary team member Job Description and Person Specification

<b>Job Title</b>	Secondary team member
<b>Salary</b>	<b>£11,737 per annum</b>
<b>Employed by</b>	CRiBS Charitable Trust
<b>Start Date</b>	<b>TBC</b>
<b>Hours of work</b>	18 hours per week including school holidays Occasional evening & weekend working will be required for which time off in lieu will be given.
<b>Base</b>	The CRiBS Office

### *Main areas of responsibility*

- To develop a relationship of trust and respect with local schools and present a positive view of Christian belief and action
- To develop the work of CRiBS in secondary schools (currently the Unlimited programme) with integrity and in a professional manner, in particular to provide support for:
  - Christian Unions in Secondary Schools.
  - 1-to-1 bespoke mentoring of pupils.
  - Prayer spaces, RE and Assemblies, Workshops (CAP) & Citizenship lessons. Either in person or through other staff and volunteers.
- To seek opportunities to extend the work of CRiBS in secondary schools, both in terms of delivering new programmes and accessing new schools.

### *Other Duties*

- To encourage young Christians in their discipleship, servant-heartedness and social action. To develop leadership character, gifting and skills in young leaders.
- To help schools fulfil their statutory responsibilities for assemblies and religious education and related areas such as personal, spiritual, moral, social and cultural education.
- To support the promotion of CRiBS by, from time to time, accompanying team members on visits to local churches.
- To undertake personal and professional development by study and training and participating in annual work reviews.
- To help monitor the impact of CRiBS projects to provide evidence for current grants and future funding applications in conjunction with the work of the CRiBS Fundraiser.
- To exercise and promote best practice to protect children and young people from physical, sexual, and emotional abuse and to report any suspected and/or discovered abuse, both in own practice and in that of volunteers

### *Experience and Qualifications*

- Recent experience of working with young people in the secondary school setting

### *Attitudes and Skills*

- A committed Christian with a whole-hearted commitment to CRiBS' values and ethos.
- Ability to relate well with pupils and adults across a wide range of settings and involve others by encouragement and delegation.
- Ability to relate and network across churches, agencies and schools, gaining their respect and trust through integrity and a professional manner
- Ability to creatively communicate effectively both in written and oral forms, particularly in matters of faith and belief.
- Sensitivity to working with young people and staff from all faiths and none.
- Self-motivated with the ability to work both independently and as part of a team, able to plan own programme and manage time well
- Ability to use initiative and promote ideas.

### *Support and Development Opportunities offered with this post*

- Line Management (CEO – Mark Leveson; Trustees).
- Opportunities for Continual Professional Development, e.g. training courses and conferences.
- Opportunities to develop as part of a strong team of other schools workers in both primary and secondary schools.
- Opportunity to join contributory pension scheme.
- 6 weeks' holiday (to be taken in school holidays) plus Bank Holidays.