

# **KV KIDS & YOUTH COORDINATOR AND SAFEGUARDING LEAD: FIXED TERM, 6 MONTHS**

**Job Title:** KV Kids & Youth Coordinator and Safeguarding Lead

**Purpose:** To lead and develop Kingdom Vineyard's Kids and Youth ministries as well as primary responsibility for safeguarding in Kingdom Vineyard church

**Reporting to:** Senior Pastors: Jim & Rachel Cronin

**Terms:** Part-time: 20 hours per week (0.5 FTE); Fixed-term: 6 months

**Salary:** £28,000 [Pro Rata] plus pension

**Location:** The normal place of work will be St David's Centre, Albany Park, St. Andrews, KY16 8BP

## **KINGDOM VINEYARD**

Kingdom Vineyard is a church of around 100 people, based in St Andrews and serving East Fife and the surrounding area. We are a church made up of local residents and university students, with a small children's ministry (KV Kids) and youth ministry (KV Youth), both of which we would like to see grow. We run Storehouse, the foodbank that serves St Andrews and the surrounding area. We want to see God bring His Kingdom into East Fife more and more, by faithfully stepping out with Him and carrying His Kingdom, especially to people who don't know Him. In all that we do, we seek to "help people make connections with God".

We believe that our children and young people can encounter God, be filled with His presence, and receive His gifts just as much as adults can, and we are looking for a KV Kids & Youth Coordinator who will (working with the Senior Pastors) lead these ministries. This



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person will coordinate volunteer teams and seek opportunities to grow these ministries, welcoming in new families from outside the church.

## OVERALL RESPONSIBILITIES

Responsible for the strategic leadership of KV Kids and Youth ministries and serving as the Designated Safeguarding Lead ensuring protection of all church members.

### KV Kids & KV Youth Activities

- Providing content for, recruiting and overseeing team for, and being a regular leader of KV Kids Sunday Morning sessions and KV Youth meetings (currently Friday evenings).
- Planning and delivering focused events for kids, youth, and their families throughout the year (e.g. "Kingdom Vineyard Big Fat Church Family Party", Christmas Parties and events, Fireworks party, Kids and Youth elements of "Games & Giveaway Days", etc.)
- Planning and leading trips to events (e.g. KV Youth have been to "Dreaming The Impossible" for the last 3 years, and the Scotland Area Vineyard Youth Weekends in March for the last 2 years)
- Represent KV Kids & KV Youth in church-wide discussions and planning, and seek to connect Kids and Youth ministries with KV's compassion, worship, and other ministries.
- Representing KV Kids & KV Youth to the wider church family, ensuring that they are celebrated and included as full members of the church family.
- Working with KV administrators to keep relevant pages of KV's website up to date, and to ensure required printed materials and other needed items are created.



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## Safeguarding

- Serve as Safeguarding Lead for KV, promoting a safeguarding culture to all in Kingdom Vineyard church, and facilitating good safeguarding procedures and practices
- Oversee Safer Recruitment process within KV, with support of Admin staff.
- Be part of discussions regarding any safeguarding implications of new projects/changes to ministries within KV offering advice to ministry heads and the church team where appropriate.
- Be the first point of contact for any safeguarding concerns, allegations or incidents within KV, assessing incidents and the appropriate response, and where appropriate, manage referrals to key safeguarding agencies (e.g. social services or police) of any incidents or allegations of abuse or harm.
- Facilitate annual safeguarding training for KV staff and volunteers for whom it is necessary, and ensure that all KV staff and volunteers are complying with Safeguarding policy and practice.
- Leading Safeguarding Policy and procedure reviews

## THE INDIVIDUAL: SKILLS, EXPERIENCE, ATTITUDES

### Essential

- Highly relational and approachable to all age groups
- Experience in (and passion for) working with children and young adults
- An excellent and self-aware team player
- A self-starter, able to self-motivate
- A highly sensitive and effective communicator
- A capable and proven administrator
- Committed to your own personal spiritual growth and development
- Committed to your own leadership development



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- Experience in pastoral ministry
- Experience in coordinating volunteer teams
- Ability to maintain utmost confidentiality when dealing with sensitive information
- Current or planned residence in East Fife
- A worshipping member of Kingdom Vineyard church or willing to become one
- PVG Scheme (Disclosure Scotland) checked

#### Desirable

- Full UK driving licence
- Experience in developing curriculum, and in training and mentoring team members

Right to Work: You must have the right to work in the UK. Kingdom Vineyard will not be able to obtain a work visa on your behalf.

### OCCUPATIONAL REQUIREMENT

As this role will require the successful applicant to promote the Christian values of Kingdom Vineyard and provide individuals with Christian pastoral support, it is an Occupational Requirement that the successful candidate is a practicing Christian, who regularly attends Sunday church services and can agree with the VCUKI Statement of Faith and Kingdom Vineyard's Ethos Statement.



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