



Job Description

Primary School CO-ORDINATOR

Job Title: Primary School Coordinator

1. Purpose:
To deliver and co-ordinate voluntary work of a Christian nature in primary schools so that a Christian presence in schools may be established and/or maintained and developed.
To provide support, training and resourcing for Christians to serve in their local schools.
2. Accountability:
The worker is responsible to the Associate Body for all aspects of his/her work
3. Main Functions:
 - A. Local work: which includes establishing, developing and maintaining contact with churches and enabling them to be involved with local schools.
 - B. Schools work: which includes advocating the Christian faith, lifestyle and support work with children and young people.
 - C. Training: which includes the recruiting, resourcing and support of volunteers for the furtherance of the work.
 - D. General
4. Activities:
 - A
 - To identify existing work and workers, build a data base and expand it with effective networking between individual churches and schools.
To actively encourage individuals and groups to seek ways of reaching children.
 - B
 - Co-ordinate distribution of 'It's your Move' books.
 - Transition Y6/Y7
 - Activities may include assemblies, lunch time or after school clubs, listening ear, full class activities, Christmas/Easter journeys, Prayer Spaces, etc
 - C
 - To keep up to date with available resources (Scripture Union and others) and their relevant application
 - To research, explore and implement relevant ways of reaching children in primary schools.
 - To act as consultant or trainer, providing appropriate support and resource information.
 - To assess situations/opportunities and to help prepare people and programmes to meet those needs.
 - To encourage support for the work and ministry of CICS as a Movement.
 - D
 - To provide information required for effective evaluation, strategy planning and general administration.
 - To undertake personal development - including annual work reviews, supervision and in-service training, as agreed.