

Job Description

Job Title:	Schools Associate
Employer:	Scripture Union Ministries Trust, The
Location:	Manor Ark
Responsible to:	Team Leader
Responsible for:	N/A

Job Purpose

As a contemporary disciple of Jesus, develop and manage work with schools across the Isle of Man: working as part of a core team, which networks the Christian and education communities, in ways that are meaningful to both, bringing "faith within reach" to the children and young people of the Isle of Man.

Principal Roles & Responsibilities

1. Manage and/or support planning and delivery of curriculum events.
2. Preparing and delivering assemblies and lessons.
3. Briefing and training volunteers for events and lessons.
4. Assist the development of new curriculum events.
5. Fulfil assigned responsibilities in communicating with supporters.

Work alongside the SUMT team to:

1. Deliver residential and after school clubs, community events, church and community partnership projects.
2. Develop an understanding of the needs of those teaching RE/PSHE in schools and support them and their schools in delivering outstanding RE/PSHE teaching
3. Support students as they explore faith and mature in faith
4. Train and support a team of volunteers
5. Represent SUMT at Church meetings/ services
6. Pray for SUMT and facilitate prayer
7. Foster community around the team hub – through active involvement in team devotions; team days and community meals, for example.
8. Take on additional work or responsibilities (even if outside principal role) as required by the team leader.

9. Identify and take advantage of relevant continued professional development and training opportunities.

A summary of the key day-to-day duties is provided below:

The post holder shall perform such duties and observe and conform with such reasonable instructions as the SUMT, may from time to time give.

In addition to this:

1. Representation and Corporate Contribution

The post holder will represent the SUMT in a range of settings, forums, committees, working groups and events requiring the highest level of personal integrity. It is expected that the post holder will be a committed ambassador of the SUMT and the work that it seeks to achieve. Each employee of SUMT has a personal responsibility to maintain the confidentiality of all SUMT business and to uphold such confidences.

2. Provision of Advice

The post holder will be a source of information and advice to team members and the Executive.

3. Implementation and Maintenance of Policy

The post holder will be responsible for the implementation of SUMT's policies generally.

Professional development

All Team members have a personal responsibility for professional development (PDP). The post holder will be expected to contribute to their annual PDP and interim reviews. The post holder reports to the Team Leader.

Regular meetings should be held with line managers and interim reviews are encouraged. These are specifically designed to deliver the aims and objectives of the Development Plan.

The Team Leader will ensure that in line with the timescale set out in the scheme, amongst other things, an annual:

- Personal Development Programme is agreed with the post holder;
- Review and assessment of the post holder's performance and competency/behaviours is made; and
- Performance and Development Review meetings are conducted.

Health and Safety

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to their line manager.

Qualifications and Experience

To properly deliver the requirements of this post it is expected that the post holder will have the following qualification/professional membership:

- 5 A* - C GCSEs including Mathematics and English, or equivalent.

Competency Levels For This Post Are:

Leading and working together

Is clear about own role and priorities taking responsibility for providing an excellent service; working supportively as a team player in pursuit of agreed objectives; builds effective working relationships with colleagues; deals constructively with interpersonal issues.

Communicating and influencing

Communicates clearly, orally and in writing to get the message across; expresses their views in a clear and succinct way in group or team meetings; is courteous and effective in their communications with colleagues and customers; records and communicates information accurately.

Achieving results

Organising own time efficiently and working in an orderly and disciplined way; makes day-to-day decisions within limits of authority and refers more important decisions in a timely and appropriate manner; delivers agreed tasks on time, liaising with colleagues where necessary.

Delivering a quality service

Enjoys delivering excellent service to other members of the team; takes a pride in delivering work of a consistently high standard; shows an awareness of the cost of resources and uses these efficiently.

Changing and learning

Assists, coaches and advises colleagues to develop competence and confidence and actively looks for better ways of working. Offers opinions in discussions which are not always the most obvious. Is versatile and adaptable and prepared to change their views. Applies up to date specialist skills, knowledge and experience in their work.

Showing commitment and resilience

Adopts an energetic approach to work and is enthusiastic and interested in their work; stays calm under pressure and in control when under stress.

**Scripture Union Ministries Trust
Person Specification**

Post: SCHOOLS ASSOCIATE

Employer: SUMT

Job Summary: (See job description)

Attributes	Essential or Desirable	Method of Assessment
<p style="text-align: center;">Qualifications</p> <p>5 GCSEs at grade C and above including English Language, or equivalent. Qualified youth worker and/or relevant experience in youth work</p>	E E	CV / Qualification certificates
<p style="text-align: center;">Experience</p> <p>Experience of using general office software packages (including spreadsheets, word processing and email). Ability to work effectively as a member of a team Ability to work with and coordinate volunteers Ability to work professionally with churches and schools</p>	E E D D	CV / interview References/ Interview CV /References/ Interview CV / References/Interview
<p style="text-align: center;">Knowledge and Skills</p> <p>Knowledge of key biblical content and a desire to learn more Able to organize and prioritise workload to achieve results Able to work effectively under pressure and to tight deadlines Good written and oral communication skills, including ability to share personal faith effectively and appropriately with all ages Good numeracy skills and able to produce meaningful reports. Ability to create, plan, deliver curriculum initiatives, reviewing and evaluating for continuous improvement Able to build and sustain mutually beneficial networks as appropriate</p>	E E E E D E E	CV / Interview CV / Interview CV / Interview CV / Interview CV / Interview References/ Interview References/ Interview
<p style="text-align: center;">Disposition</p> <p>Proactive and self-motivated Organised, methodical and focussed on results Focused on high standards of quality and team service - Team worker. Flexible and acceptable to changing circumstances Calm under pressure</p>	E E E E E	References / Interview References / Interview References / Interview References / Interview References / Interview
<p style="text-align: center;">Circumstances/Interests</p> <p>Isle of Man Worker Willing to work additional hours as required. Driver with clean driving licence and access to own vehicle</p>	D E E	Application / CV Interview