

Little Stars Co-Ordinator

Job Title	Little Stars Co-Ordinator
Department	Outreach
Reports to	Ruth Wainman

PURPOSE OF THE ROLE

To reach out with the gospel to those outside the church through: leading the Little Stars ministry, mobilising the team, and providing appropriate next steps for families into the life of the church.

DIMENSIONS

Working Time:

- Hours: 14 hours per week
- Weeks: Term-time only; number to be determined by local academic calendar

Financials:

- Budget Holder: *Little Stars*

ACCOUNTABILITIES

TO PROVIDE BROAD LOGISTICAL AND ADMINISTRATIVE SUPPORT AND LEADERSHIP FOR LITTLE STARS.

- To plan and lead two Little Stars sessions each week, including oversight of setting up and tidying up, and ensuring that safeguarding and health & safety guidelines are adhered to.
- To create rotas and liaise with the team.
- To oversee purchase and maintenance of equipment (toys, team t-shirts, refreshments, etc.)
- To apply for ministry-specific funding, in order to support the KCHW Giving Beyond fund which pays for Little Stars

MEASURES/EVIDENCE:

- Little Stars sessions will take place twice weekly in term time, for 90 minutes each.
- Feedback of families attesting to a high-quality, welcoming and safe experience.
- Children will be able to play safely and interact with other children.

TO IDENTIFY, ENVISION, EQUIP AND MOBILISE TEAM MEMBERS TO SERVE AT LITTLE STARS AND ASSOCIATED ACTIVITIES

- To recruit and envision new team members and ensure they receive appropriate training in safeguarding, prayer and evangelism.
- To delegate responsibilities and leadership to team members as appropriate.
- To encourage leadership and innovation in the team.
- To ensure an environment of prayerfulness and the presence of God

MEASURES/EVIDENCE:

- Feedback of the team – well-equipped and confident in their roles, intentionally looking for BLESS opportunities, and released to try new things where appropriate.

- Feedback of families experiencing love, strong community and hearing the gospel.

TO PLAN AND ARRANGE 'NEXT STEPS' FOR FAMILIES WHO SHOW AN INTEREST IN FAITH OR THE LIFE OF THE CHURCH.

- To provide and signpost opportunities for those who first engage with us through Little Stars to go deeper in exploring the gospel (eg mentoring, discipleship group, testimony breakfast, etc.)
- To involve and encourage team members in leading these opportunities

MEASURES/EVIDENCE:

- There will be clear 'next steps' for anyone wanting to know more about faith or be more involved in the life of the church.
- A 'next step' group and event will be provided each term.

KEY QUALITIES, SKILLS AND EXPERIENCE

- Confident, warm and caring personality
- A desire and ability to reach out with the gospel to those outside the church
- Able to lead and inspire others
- Good communication skills – team, parents/guardians and children
- Good organisational skills and ability to work independently and manage own time effectively
- Able to be creative, flexible and adaptable
- Basic experience and knowledge of child care and development
- Respectful of and willing to work within Health & Safety and Safeguarding Guidelines
- Able to create and implement policies and procedures.

KEY REQUIREMENTS

- This role has an Occupational Requirement for the holder to demonstrate a clear personal commitment to the Christian faith, sharing and living out the Christian faith in accordance with KCHW's doctrinal statement, and is committed to KCHW through regular attendance and church membership.
- To adhere to and demonstrate staff values.
- To adhere to all staff and church policies in the 'Staff Handbook'.

Most recent document amendment: 28/03/25