

CHRISTIAN VALUES IN EDUCATION PROJECT

Job Description & Person Specification
For
Project Development Worker (Part-time)
January 2015

JOB TITLE: Project Development Worker

CONTRACT TERM: Permanent (subject to probation period)

HOURS: 20 hours per week

LOCATION: Glasgow (to be confirmed). Some home-based work may be possible by arrangement, but office-based work is necessary to promote sharing & building contacts with other Christian workers. The post will also require periodic visits to different areas of Scotland (for area networking meetings etc.)

PURPOSE: To work with the Management Committee in furthering the aims of CVE

RESPONSIBLE TO: Secretary of Management Committee

WORKING RELATIONSHIPS

Internal: CVE Management Committee

External: Teachers and Head Teachers, Leaders of Christian Organisations working in schools, Church Leaders, Educational bodies

TASKS AND RESPONSIBILITIES:

The key role of the Project Development Worker role is to create/further develop/support networks of Christian teachers, schools workers, chaplains & churches, parents & volunteers in order to advance Christian Values in Education. The exact nature of tasks will vary as the CVE Project continues to develop. Here are some examples of the type of tasks that are likely to be involved in order to achieve the overall aim:

- Management and further development of the CVE Website and other internet platforms
(Facebook page, Twitter feed etc), through, for example:
 - Researching and reviewing additional educational resources
 - updating the existing site
 - helping maintain a blog which provides stimulating commentary and insights into education from a Christian perspective
 - responding to enquiries
- Working with volunteers and Committee members
to organise and assist in the delivery of area networking meetings and training events for Christian teachers, schools workers, chaplains and parents (the aim is to have at least one networking/training meeting in each region of Scotland per annum)
- Supporting Christian teachers and others
as they evaluate the educational effectiveness of CVE approaches and initiatives, and their appropriateness in illustrating a Christian world-view.

- Further developing prayer support for the CVE Project,
e.g. through writing and sending out regular Prayer email bulletins, increasing the number of prayer supporters in fresh and innovative ways, organising and participating in prayer events etc.
- Supporting the administration of the CVE Project
(e.g. by organising meetings of the Management Committee and any sub-committees/task groups; sending out agenda and other papers; attending Committee meetings; taking minutes etc.)
- Any other tasks to support the work and ministry of the Christian Values in Education Project as requested by your line manager

Other Duties/Requirements

- Undertaking professional development through active participation in annual work appraisals, supervision and internal or external training as required or individually identified.
- Spiritual Leadership - demonstrating continual reliance on God through active participation in prayer and Bible reading and through a consistent Christ-likeness in attitude towards others
- Promoting the Christian Values in Education Project's work and helping to encourage support for the project through increasing volunteer involvement, prayer support and financial giving. This will include a commitment to raising prayer and financial support for this post through personal contacts

LINE MANAGEMENT AND ACCOUNTABILITY

Line management for the Project Development Worker rests with the CVE Management Committee through the Committee Secretary or another designated Committee member. You will provide reports, as relevant, for the Management Committee meetings.

Occupational Requirement

An Occupational Requirement applies in terms of the Equality Act (part 1, schedule 9). This post requires the occupant to have a personal faith in Jesus Christ as Saviour and Lord, and to believe the Bible to be fully trustworthy, in all that they affirm, and the highest authority for faith and life in keeping with the Christian Values in Education Project's statement of faith. These principles require to be applied alongside the professional skills required in this role.

Appointment will be subject to a satisfactory PVG Scheme Disclosure

Person Specification

Project Development Worker (Part-time)

SKILLS AND COMPETENCIES

You must be able to:

- Demonstrate a considerable understanding/ experience of the Scottish primary and secondary education system, including professional expectations and standards and the principles of Curriculum for Excellence
- Be an excellent networker and motivator
- Communicate effectively with those involved with schools at all levels (including head teachers and other school staff); schools workers, chaplains, volunteers and church leaders
- Develop new ideas / initiatives in conjunction with the Management Committee
- Manage a sophisticated website (after appropriate training) and keep your knowledge of media and IT applications up to date
- Manage your time / diary / commitments
- Present to adults effectively and confidently, using appropriate media
- Be self-motivated, work independently and also be a team player

You must:

- Have a strong Christian faith, the values of which you live out and demonstrate in your daily life
- Demonstrate commitment to the Christian Values in Education Project, vision, values and work practices, and the wider ministry of the Christian Values in Education Project in Scotland and beyond.
- Be in agreement with the Christian Values in Education statement of faith
- Have a creative flair for developing new ideas and material
- Have a natural rapport with people of all ages and ability to engage with them in groups of varied sizes
- Be willing and available to work outside office hours when necessary
- Be strongly motivated to work to a high standard
- Have a full driving licence and use of a vehicle (when occasionally required)

Qualities required for the role:

- Christian
- Integrity in personal and professional life
- Sensitivity
- Creativity
- Reliability
- Humour

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ⁱ CVE aims to provide:

- A rationale and clear evidence for the importance of continuing Christian involvement in Scottish schools
- A wide range of continuously updated online resources, advice and networking for Christian organisations and churches, youth workers and volunteers seeking to work with schools across Scotland
- Resources and networking, plus face-to-face training for Christian teachers working across Scotland within the school system