

Hand in Hand Co-Ordinator Role description



TITLE OF POSITION	Hand in Hand Co-Ordinator
CLASSIFICATION LEVEL	Level 3 (Salary Packaging is available)
PROGRAMME	Hand in Hand Family Centre (St Petri Lutheran Church)

Introduction

St Petri is a large well-established congregation in the Barossa Valley which is committed to the mission of sharing the love and hope of Jesus in the community.

St Petri has a long history of creative and faith-filled ministry and mission across all age groups including Ministry with Youth and Families, Worship gatherings, Children and Families, Adult Faith Formation, Seniors and School Connections. These ministries are enacted by staff and volunteers.

St Petri has established the Hand in Hand Family Centre and works in partnership with Lutheran Community Care (LCC) in providing parent education and supportive services for families and children in mainly non-church connected families. The St Petri Governance Council sees this Centre as a unique outreach to people in need, who might otherwise not 'rub shoulders' with our church community. The Hand in Hand Co-Ordinator (HHC) will work with St Petri's Child, Youth and Family Ministry Director and support the work of St Petri and Lutheran Community Care in the Hand in Hand Family Centre (HHFC) to form a bridge between St Petri and the community.

Scope

The HHC reports to the Hand in Hand Management Team (HHMT), is supervised by the St Petri Pastor and works collaboratively with the Child Youth and Family Ministry (CYFM) Director.

Purpose of the Role

To manage the HHFC as a safe and friendly place where people of all generations can find supportive, respectful and caring Christian people, helpful programmes and a family-building community in their time of need, reflecting the love and hope of Jesus Christ.

A prime focus in the co-ordination of the HHFC is the planning and administering of programmes for strengthening of families. To achieve this requires recruitment, training, supervision and support of volunteers, particularly St Petri members, to fulfil the vision of this ministry.

Key Responsibilities

To provide support to people who utilise the HHFC:

1. Prayerfully seek out God's purpose and vision for the HHFC ministry in co-operation with the HHMT.
2. Manage the HHFC resources, facilities and ongoing development.
3. Be a source of information and referral for people in need.
4. Develop and carry out a calendar of programmes e.g. Fruit Salad, Seasons for Growth, Parenting Toolbox.
5. Develop and promote links between HHFC families and the church e.g. Messy Church
6. Organise and oversee a crèche for families participating in programmes at the HHFC.
7. Oversee the parent/relationship library at the HHFC.
8. Build and maintain good communication between the St Petri community and the HHFC intentionally promoting this ministry to the congregation.
9. Liaise and collaborate with LLC for the best outcomes for families.
10. Develop and maintain connections with the wider Barossa community to assist people utilising the HHFC.
11. Alert the HHMT to any emerging issues or critical incidents that may impact upon the growth, stability and sustainability of the relevant programme/work area.
12. Monitor financial reports, expenditure and budget to meet budgetary requirements.
13. Maintain records of activities as required for accountability purposes.

Support and Accountability

The HHC

1. is willing to work in a Christian environment and uphold the values and teachings of the Lutheran Church of Australia (LCA).
2. can expect and apply for assistance in developing personally and professionally through agreed opportunities.
3. will be a member of the Ministry Management Team which meets weekly in a collaborative environment under the support and direction of the Lead Pastor for mutual support, prayer and devotion, coordination of ministry and team building.
4. will have a three month probationary review and a position review conducted annually for the purpose of support, learning and professional development.
5. will work within a satisfactorily-appointed office with current technology and administrative support staff.
6. works within the LCA's professional standards regime of support and accountability, agrees to abide by all LCA policies and comply with procedures as applicable.
7. regularly meets with a HHC support team for prayer, encouragement and support.
8. will attend weekly St Petri Ministry Management team meetings, and the HHMT meetings as required.
9. undertakes other duties as determined by the HHMT.

Required Qualifications, Skills and Qualities

The HHC needs to:

- adhere to the St Petri staff code of conduct and model ethical behaviour and practice consistent with the Christian ethos of St Petri as outlined in the LCA Standards of Ethical Behaviour.
- demonstrate that they possess, or are capable of developing, the following attributes, which will be enhanced through ongoing learning:
 1. The ability to commit to active participation in the worship and ministry life of St Petri.
 2. Learn and develop personally and professionally, particularly within the LCA Lay Worker theological accreditation process (if not already accredited)
 3. Work with others in a collaborative and empowering approach to leadership, and work under pastoral authority and direction
 4. Engage in the peacemaking principles and skills (or learn these) practised among staff at St Petri, as offered by Ambassadors of Reconciliation.
 5. Work with children and young people within their family context.
 6. Engage in child youth and ministry as primarily a nurturing /teaching ministry at its core, not only an events programmed approach but in a relationship making and shaping approach with parents and their children, inclusive of worship, witness, service, fellowship and administration.
 7. Commitment to work with St Petri's systems and resources used in child, youth and family ministry.
 8. Understand the unique dynamics of a larger congregation.
 9. Be proficient in Microsoft Word, Publisher and Powerpoint.

Personal Attributes important in this Role

1. Ability to reflect with self-awareness, self-confidence and resilience;
2. Strong communication skills and ability to develop and maintain effective relationships at all levels;
3. Empathy and sensitivity towards others of diverse background;
4. Work well within a team;
5. Be self-motivated and work with energy, drive, and willingness to take initiative;
6. Ability to work independently to assess needs and implement actions;
7. Reliable, trustworthy and professionally discreet;
8. Willing and able to delegate effectively;
9. Be attentive to detail and committed to excellence;
10. Have proven relevant experience and demonstrate strong organisational and management skills.

Basic Requirements

The HHC will be required to have or obtain:

1. A satisfactory (DCSI) National Criminal History Record Check (NCHRC) prior to being employed.
2. Current driver's license
3. Current First Aid certificate (or training following employment)
4. LCA Lay Worker accreditation (St Petri can assist financially with this)
5. LCA Childsafe Team Leader accreditation.

Desirable Criteria

Qualifications and experience in early childhood education and family support and development.

Occupational Health and Safety

The HHC is required to:

- observe and comply with LCA Work, Health and Welfare policies and procedures.
- maintain a safe and healthy workplace, identify and act upon potential workplace hazards and identify and implement procedures to manage and minimise risks within the team environment.

Salary and Conditions

The HHC will be employed under the Lutheran Church of Australia Lay Worker Salary and Conditions guidelines.

Some out of hours work may be required as the need arises.

Employee

Witness

Date