

## PCF Voluntary Crèche Assistant

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### Context

The People's Christian Fellowship is a faith based charity in the Tottenham area within the London Borough of Haringey. Our Young People's Department (YPD) is a vital element of the overall church ministry. We aim to provide a supportive Christ-centred environment where young people will develop holistically — intellectually, emotionally, spiritually, physically, and socially (Luke 2:52) — so that the young people may know Christ as their Lord and Saviour. It is our desire to see them become true disciples of Christ (Matt 28:19, 20) so that they may serve and love God and His people wholeheartedly (Luke 10:27).

The YPD structure is aimed at creating a safe and consistent environment where young people can strive to achieve spiritual maturity, whilst developing the necessary social and thinking skills needed to achieve in life. Safeguarding our young people is our priority and we aim to minimize the risk of malpractice and abuse. Effective communication of our volunteers, support and transparency will enable the YPD to provide living examples of the Christian faith, whilst each worker strives to gain the trust and respect of the youths as a foundation for discipleship, friendship and mentoring.

The PCF Children's Church, Sunday School & Crèche offers an enjoyable experience for all children to grow in the knowledge of our Lord Jesus Christ.

### ROLE PROFILE

<b>Department/Group :</b>	PCF Young Peoples' Department	<b>Hours:</b>	Approximately 4 hours per week + training
<b>Location:</b>	89 Broad Lane London N15 4DW	<b>Conditions</b>	This post requires an enhanced CRB check which is renewable every 3 years.
<b>Responsible to:</b>	Crèche Supervisor or Crèche Worker	<b>Responsible for</b>	n/a

## **Purpose and Scope**

1. To serve in the YPD ministry by supporting the Crèche Workers and Crèche Supervisor to provide care in a safe and stimulating environment for children (aged 0-5) of parents/carers attending Sunday service.
2. To support the Crèche Workers to ensure full care is provided to all children participating in the crèche session
3. To provide support and assistance in the preparation and use of materials and activities that are to be used during crèche sessions to keep children occupied.
4. To ensure the health & safety of children using the facility
5. To ensure all safeguarding procedures are adhered to in line with the PCF Child Protection policy

## **Duties and Responsibilities**

1. To reliably adhere to rota system (agreed with Crèche Supervisor) to ensure there is adequate cover to run the crèche safely
2. To assist crèche workers in the provision of refreshments to the children.
3. To support crèche workers to deliver activities.
4. To assist with preparing the setting ensuring the environment is kept clean and safe for the children using it. Assisting with tidying up after the crèche sessions.
5. To assist with registering children in and out of the service as appropriate, using the agreed registration system.
6. To participate in, and implement the outcomes of various developmental training
7. To actively promote, manage and maintain health and safety, equal opportunities, data protection and safeguarding practices and procedures
8. To undertake other reasonable tasks as required
9. To endorse and support the PCF Statement of Faith and it's beliefs.

## **Person Specification**

- The ability and desire to work with young children
- A member of the PCF fellowship in good standing or be willing to join the church.
- Reliable and a commitment to good time keeping

### **Experience:**

- Experience in a faith based environment and have a personal relationship with Jesus Christ

### **Qualifications and Skills:**

- The ability to work independently and as part of a team
- A willingness to develop and keen to learn new skills
- The ability and willingness to adapt accordingly to meet the needs of the crèche service

### **Interpersonal Skills:**

- An ability to communicate effectively at all levels
- A calm, tactful manner in dealing with all PCF Officers, colleagues, members, parents and carers.
- Ability to quickly establish rapport with children and their parents/carers
- The ability to work closely and effectively with other members of the team.

**This role profile is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the ministry.**