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office@christianeducationproject.org.uk  
www.christianeducationproject.org.uk

## Candidate Brief: Project Leader

### Introduction:

Between the ages of 5-16 we spend approx.15,000 hours in school.

With only 4% of children regularly attending church some 96% may only hear about Christianity through the opportunities afforded in school.

As a response to this need, The Christian Education Project has been faithfully serving the schools of Redbridge for over 25 years – providing a valuable link between them and the local church.

Working consistently in over 40 schools across the borough, right through from nursery to sixth form, CEP has established an excellent reputation for delivering high quality lessons and assemblies, supporting the delivery of Christian aspects of the RE Syllabus. The Project also supports lunchtime and after school clubs as well as making ourselves available to assist the schools in whatever ways are deemed mutually appropriate, for example: assisting on school trips, running PHSE lessons, Prayer Spaces, teambuilding workshops, one-to-one mentoring and staff inset training.

Over the course of a year the Project has in the region of 54,000 contacts with children and young people across the borough, reaching over 15,000 each Christmas and Easter alone.

The Project seeks to be accessible to children, young people and staff, of all faiths and none, recognising the pluralist nature of our society today and always working within national and local authority guidelines.

As an ecumenical project we are proud to represent the churches of Redbridge and our funding (almost exclusively from local churches & individual supporters) allows us to offer our services to the schools free of charge.

The team currently consists of two fulltime schools workers and a part time administrator, supported by a body of trustees that meet approx. 6 times a year. We are now looking to expand our team to meet the growing demand for this valuable work by appointing a third fulltime schools worker, initially on a two-year fixed contract.

The Current Project Leader is leaving the Project at the end of August as he is moving away from the area. We are seeking to appoint a new Project Leader who will be an experienced children's, youth or schools worker (or teacher) and also have some experience in leading a small team.



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## Redbridge



The 2001 census rated Redbridge as the ninth most diverse borough in the country with percentages of people identified as belonging to minority groups higher than both the London and England and Wales averages.

The same census recorded that just over 50% of people living in the borough identified themselves as being Christian – the tenth lowest percentage in England and Wales.

Redbridge has the third highest percentage of both Jews and Sikhs in London and sixth highest percentage of Muslims all of which is reflected in the diversity of the local schools. A 2010 diversity report by the published by Redbridge council stated that nearly 46% of primary and secondary schools students identify their ethnicity as Asian.

A Guardian report from 2012 also identified that over 50% of Redbridge secondary school students have a first language that is other from English – a trend that is also prevalent in the local primary schools.

There are 55 primary schools in the borough and 18 secondary schools, of which there are 7 academies, one foundation and two faith schools.

All this makes for an excitingly vibrant and diverse place to live and serve.



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**Project Leader Job Description:** This document relates to the duties / responsibilities of the current Project leader and should not be seen as exhaustive or preclusive to change. Answerable to the Project Committee and under the supervision of the Chair of Trustees  
Duties to include:

General oversight of / responsibility for all aspects of day to day running of the Project  
Management of employees including regular supervision

#### 4 Main areas of responsibility

- Schools
- Churches / supporters
- Staff / admin
- Committee / Governance

It is preferable that time should be split 80/20 % in favour of schools and churches with a greater emphasis on the first. The remaining 20% - Staff/Admin and committee/Governance should be split equally with approx. 10% of time spent on each. This will be effected / evaluated through keeping of timesheets and regular appraisals.

#### 1. Schools

- Plan and deliver lessons and assemblies fulfilling Christian aspects of the current RE syllabus in both Primary and Secondary schools
- To plan and facilitate the running of Christian clubs in Redbridge schools
- To continually evaluate work done and make adjustments where necessary
- Seek opportunities to serve schools in ways deemed mutually appropriate inc. team building, prayer spaces, one to one mentoring, assisting school trips, inset training etc.
- To establish / maintain good links with key members of staff (head teachers / RE Coordinators / Christian teachers)
- Keep up to date with changes in syllabus and trends in education
- Keep up to date with Child Protection policy and how it effects school ministry / keep personal DBS up to date
- To seek and keep records of any feedback from the schools



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## 2. Churches / Supporters

- To liaise with local church leaders to keep them aware and supportive of the work of CEP
- To visit local churches during services or midweek meetings to promote the Project and specifically the 'Friends Of CEP scheme'.
- To seek opportunities to engage churches with their local schools for example with Church visits
- To work collaboratively with other local youth workers / church leaders as appropriate
- To keep supporters up to date with regular newsletters

## 3. Staff / Administration

- Induction and training of new employees and ongoing regular supervision
- Responsibility for / Management of any interns/volunteers/or any other acting on behalf of the Project
- Delegate duties as appropriate
- Involvement in any new appointments
- Contribute towards / lead staff retreats, and regular prayer times
- To keep up to date records i.e. timesheets and expenses
- Planning and promotion of annual Gift Day
- Keep social media feeds up to date (Twitter/ Facebook/ Instagram)
- Office emails / admin in absence of administrator

## 4. Committee / Governance

- Contribute towards the overall vision / strategy of the Project
- Report to committee at regular meetings and individually as appropriate
- General awareness of governance / policies / budget etc
- Prepare reports and present to members at AGM



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## Person Specification

Personal qualities should include:

- A passion / enthusiasm for sharing the Christian message with children and young people
- A lively faith and a commitment to regular prayer
- A personal responsibility in regard to pastoral support /spiritual development.
- A capacity to be flexible and to work under pressure, with good levels of personal organisation and an ability to work to deadlines.
- An ease with using technology such as laptops, projectors etc.
- An ability to get on with people of all ages.
- A capacity and willingness to work as part of a team as well as individually.
- Resilience and good humour.

## ESSENTIAL

- Most of the "Personal Qualities" listed above
- Be active member of a recognised Trinitarian Christian Church
- Hold doctrinal positions which are broadly in line with those of CEP (in line with the Evangelical Alliance Statement of Faith)
- Proven record of team management and leadership.
- An awareness of the current RE curriculum in the borough's schools and how the Project can share faith and serve the borough's schools within that framework.
- Have a robust faith including engaging with difficult theological and pastoral issues, and an ability to explain them in a manner relevant to children across both primary and secondary schools.
- In agreement with and able to work within the framework of "education" rather than "evangelism"
- Have a proven track record of communicating effectively with children and young people across part of the 3-18 year age range
- A proven track record and several years' experience, either in employment, work experience or in voluntary work, of communicating the Christian faith to children and young people.

## DESIRABLE

- All of the "Personal Qualities"
- Have a proven track record of communicating effectively with children and young people across the whole of the 3-18 year age range
- A qualification in one of the following: children's or youth work, teaching, theology

COMPANY NO: 2534646

CHARITY NO: 1012480

Committee: V Hayden, F Skidmore, M Wheadon, M Williamson, D Wyatt



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- Experience in curriculum planning and developing policies

It is a Genuine Occupational Requirement (GOR) for the person in this role to be a strong, mature and committed Christian, regularly attending church

The nature of the work would also make it desirable (but not essential) for the worker to have access to their own vehicle.

Any successful applicant would be required to undergo an enhanced DBS disclosure check.