

Glow Team Leader- Job Description

Name: Denise Munro

Responsible to: Martin Bull

Date Updated: 15/01/25

Aims and Vision

- 1) To provide an outreach and under 5's provision to the Ashby Road Estate.
- 2) To provide a support network for young families, including members of The Well Church.
- 3) To provide informal signposting to Church activities and other relevant activities/organisations.

Responsibilities

People

- Manage and **deliver** the toddler church program – GLOW
- Identify and encourage **helpers** as required
- Report back **progress** and **difficulties** to the Church Leadership
- **Pray regularly for your team and the children**

Practical

- Observe the **safeguarding** policy including reporting any observations as necessary and keeping to DBS guidelines
- Ensure those in your team have read the safeguarding policy and follow the guidelines in it.
- Maintain **attendance** registers for children, adults and helpers
- Maintain **resources** and materials
- Remind parents/carers of their responsibility regarding any children's allergies when appropriate.
Note: children will remain the responsibility of their parent/carer throughout the session.
- Set and keep to annual **budget** in agreement with Trustees (extra funding can be discussed any time)

Expectations

- Meet together with your helpers at least termly to share vision, plans, encouragement and feedback
- Be part of our termly team leaders get together
- Liaise with the leaders of Sunday children's work where there is potential crossover
- Keep in good relationship with church members and leadership
- Develop and grow your own relationship with Jesus

Church Leadership will...

- pray for you and the children's work
- support you and be available to talk and help when required
- offer safeguarding support, training and monitor DBS registration
- help you access external training as required / available
- help recruit and share with you the details of potential team members