

## Job Profile

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| <b>Job Title:</b>                       | Ministry Supervisor (Children or Vulnerable Adult)   |
| <b>Job Objective:</b>                   | <ul style="list-style-type: none"> <li>• Implements a planned programme for the group and ensures that .it is carried out in accordance with purpose of the group and as per the safeguarding policy</li> </ul>  |
| <b>Job Duties and Responsibilities:</b> | <ul style="list-style-type: none"> <li>• The Supervisor is responsible for the safety and well-being of the children and/or vulnerable adult who attend the ministry.</li> <li>• Informs the Safeguarding Coordinator about any prospective workers/leaders and ensures the correct onboarding process with application forms, code of conduct and PVG checks has been followed.</li> <li>• Conducts an interview with every worker/leader before they commence working int the group, to ensure suitability and understanding of the role. Informs the Safeguarding Coordinator on the result of the interview.</li> <li>• Conducts an interview with every worker/leader 3 months after they commence working int the group, to ensure continued suitability of the worker. Informs the Safeguarding Coordinator on the result of the interview.</li> <li>• Takes every reasonable precaution to ensure the safety of the children / vulnerable adults in their charge.</li> </ul> |
| <b>Qualifications:</b>                  | <ul style="list-style-type: none"> <li>• A female/male believer who is a member of a recognized evangelical church and over 18 years of age at time of service.</li> <li>• An understanding of the basics of the Christian faith.</li> <li>• Appointment approved by the The Elders (Trustees) of Fernielea Gospel Hall</li> </ul>   |
| <b>Training Requirements:</b>           | <ul style="list-style-type: none"> <li>• Read and understood the Safeguarding Policy.</li> <li>• Read, understood and signed the Code of Conduct.</li> <li>• Completed and passed an interview with a nominated Elder (Trustee) of Fernielea Gospel Hall</li> <li>• Passed an enhanced PVG disclosure.</li> <li>• Attended training as arranged by Fernielea Gospel Hall.</li> </ul>   |
| <b>Reports to Position:</b>             | <ul style="list-style-type: none"> <li>• The Elders (Trustees) of Fernielea Gospel Hall</li> </ul>   |