



**CSWH**

<b>Job Title:</b>	CSWH Volunteer Secretary	<b>Job Category:</b>	CSWH Volunteer
<b>Location:</b>	From home mainly. Could be some office-based work once Coronavirus restrictions are lifted. (Negotiable.)	<b>Travel required:</b>	Depending upon whether or not some office time is agreed once it is possible to re-use the office sited at Elim Church Centre.
<b>Contacts:</b>	Tom Collins ( Management Committee Chair) Sarah Brunton (Schools Work Team Leader)	<b>Time commitment</b>	Approximately 2-3 hours per week on average, although it may not be an even commitment from week to week.
<b>Training available for applicant(s):</b>	Yes	<b>Date posted:</b>	1 <sup>st</sup> February 2021

Christian Schools Workers Hastings (CSWH) has been working in Hastings and St. Leonards primary and secondary schools for the past twenty years. CSWH aims to make Jesus known in all the schools through offering collective worship in schools, R.E. lessons, lunchtime and after school clubs and more. Currently there is one paid worker, the Team Leader, supported by volunteers. We have reviewed the support roles that volunteers can offer to our work, hence the need to advertise for people with a range of skills that would best serve the way CSWH can support local schools.

**Reason for the role:**

Maintaining contact with local schools and academies is a vital part of CSWH's work and is needed to offer schools visits, support and resources that will help their implementation of Collective Worship and the Religious Education curriculum.

**The person we are looking for.**

**Are you.....**

- someone who is enthusiastic about sharing the good news of Jesus with young people?
- Someone with a friendly telephone manner?
- Someone who has reasonable I.T. skills?
- Someone who is well organised?
- Able to make appointments and maintain an electronic diary?
- Willing to be persistent?
- Able to work with other CSWH members to achieve the same shared goals?

As safeguarding of children and young people is a priority in our work, an up to date DBS will be required.

If you would like to contact Sarah, the Team Leader, at [team.lead@cswh.co.uk](mailto:team.lead@cswh.co.uk) to find out more, she'd be pleased to talk to you. If you would like apply for one, or more of the posts, then send an application form to [team.lead@cswh.co.uk](mailto:team.lead@cswh.co.uk). Contact Sarah for a form.

We look forward to hearing from you.