



The Uniting Church in Australia
QUEENSLAND SYNOD

Position Description

POSITION IDENTIFICATION

Position Title:	Mulberry Bush Playgroup Co-ordinator
UCA Queensland Service Area:	Fassifern Uniting Church
Employment status:	Casual, 5 hours per week, 40 weeks annually
Classification/salary:	Social, Community, Home Care and Disability Services Industry Award (MA0001 00) L2PP2 Current rate (March 2024) is \$33.22 hour
Date reviewed:	February 2024

BACKGROUND INFORMATION

The Organisation

The Fassifern Uniting Church is a congregation within the Uniting Church in Australia, based at 10a Macquarie St, Boonah. It is a small rural congregation with a strong focus on fellowship and community, and a hard-working core of mostly elderly members with strong links with the local area and community agencies. This year the church is focussing on providing assistance to the local Salvation Army Relief Agency.

Our priorities this year are to transition our playgroup to a missional focus, to begin a messy church service to complement its activities, and to improve our successful, existing community lunches

The Mulberry Bush Play group started in May 2022 with five children attending the first session. (Two of those still attend). This has grown to an average attendance of twelve children each week in the last three months of 2023 with 19 different carers attending during that period. The highest attendance on any one day was 18. Fifty-four children attended playgroup at some point, in 2023 and this represents 49 different families.

It has been co-ordinated and led by volunteers from our congregation. From these small beginnings, this outreach has flourished. It now has a community Facebook page for playgroup families to stay in touch with its activities and each other.

Playgroup Purpose

The group offers a safe environment for children to interact and develop social skills, and a program that combines structure with free outdoor play, currently in an educational framework. It also provides an opportunity for social interaction and peer support for adult carers who include parents, grandparents and care providers. Our desire is to create a program with more focus on the Christian message as part of the



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programme. Our church has always had a passion to reach younger families and provide an understanding of the Christian life and faith in a secular world. We want to deepen our engagement with these families.

The play group seeks to help all attendees: -

- Feel safe and secure
- Value play and have fun
- Participate and share
- Relax and talk in a friendly environment
- Make connections with their local community
- Experience a Christian message in appropriate and respectful ways
- Provide a link with other church activities, especially the proposed messy church services.

JOB DESCRIPTION

Position Purpose

The purpose of this role is to co-ordinate the Mulberry Bush Playgroup held on Thursday mornings between 9 and 11a.m. and to transition to and maintain a missional focus, ensuring the purpose of the playgroup described above is fulfilled.

Key Responsibilities are:

1. Attend, plan, facilitate and conduct (with the help of volunteers) a playgroup at Fassifern Uniting Church weekly on Thursday mornings; including set up and pack up of toys and equipment, make available teas and coffees, and associated cleaning and food handling in compliance with current legislation, noting that all food for the children who attend will be provided by their carers.
2. Provide a safe, warm and caring environment during the playgroup time, making connections with young children and babies and their parents, carers or grandparents.
3. Share the Christian message, values and faith in an appropriate and respectful manner.
4. Support the mission and strategic direction of Fassifern Uniting Church, and be prepared to disseminate information about church activities and events.
5. Use resources appropriately.
6. Liaise, support and work with the team of volunteers, attending meetings when required.
7. Undertake and maintain administrative tasks as required; and to
8. Work within the policies and procedures of the Fassifern Uniting Church, the UCA Queensland Safe Church Policy, and the provisions of the Workplace Health and Safety and other relevant legislation.
9. Develop and implement a Playgroup Behaviour Policy and Guidelines.

Note: The tasks resulting from the key responsibilities are detailed on pages 3 and 4 of this document.

Reporting Relationships

This position reports firstly to the Pastoral Care Coordinator, and ultimately to Church Council.

PERSON SPECIFICATION

Skills and Abilities

- Demonstrated leadership within the context of playgroup age people and their families.
- Demonstrated communication with young children and their families.



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- Empathy and ability to recognise and respond to children's needs.
- Written and verbal communication skills.
- Capacity to maintain confidentiality.
- Organisational skills.
- Ability to work in a team as well as autonomously.
- Appropriate use of initiative
- Capacity to provide a warm, friendly and welcoming place.
- Interpersonal skills with a capacity to relate to a diverse range of people.

JOB SPECIFICATION

- 1. Support the Mulberry Bush Playgroup Families including;**
 - Orientation of new families to the group, introducing them to other families and ensuring they settle well
 - Sending notifications of events to families
 - Ensuring they are informed of church activities
- 2. On a weekly basis, during term time, set up Mulberry Bush Playgroup working with a team of volunteers; -**
 - Set up toys, equipment, tables in Hall and outside spaces before the start of the session ensuring a safe environment is maintained within this space (especially ensuring the gate is closed and the area free of hazards)
 - Ensure craft, playdough and specific activities for that session are prepared and set up.
 - Check and maintain equipment. Reporting broken equipment and cleaning equipment as required for the end of the week.
- 3. Plan and conduct the weekly playgroup**
 - Plan the term's programme of craft, music and stories including special events such as Easter or Christmas celebrations.
 - Lead and run the playgroup each week during school term time including the term's programme of craft, music and stories.
 - Be responsible for ensuring Safe Church policies are followed, including risk assessment, playgroup guidelines and behaviour policy are implemented during each session. This includes dealing with behavioural issues or disputes with parents or carers during the session and reporting these to the Pastoral Care co-ordinator or Minister.
- 4. Support the Volunteer team by**
 - Holding support meetings at least once a semester
 - Ensuring volunteers know their roles and are supported and affirmed in these roles, adapting roles according to the strengths and physical abilities of the volunteers
 - Working with Pastoral Care co-ordinator to recruit more volunteers as necessary, ensuring Blue Card, SC training and volunteer forms are submitted in a timely manner.
 - Orienting new volunteers.
- 5. Undertake the following administrative roles;**
 - Maintenance of attendance register, payment, receipts, and registration forms for all families attending playgroup.
 - Liaise with Pastoral Care co-ordinator concerning purchase of craft, equipment.
 - Submitting incident Report Forms as appropriate.



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- Produce an annual report for the AGM congregational meeting.

6. Attend Training

- Attend and meet the requirements of the Uniting Church of Queensland Safe Church training as required.
- Know and observe the Emergency and Evacuation Procedures
- Attend First Aid training and ensure it is up to date including CPR

OTHER REQUIREMENTS

1. Must hold a current Blue Card and present this before taking up employment.
2. Attendance at relevant training courses, events, and ad-hoc meetings may be required as part of this role.
3. Must be eligible to legally work in Australia.

APPROVAL

Authorised by:

Signature: _____

Bev Giebel

Church Council Chair

Signature: _____

Rev Janie French

Minister on Supply