

Children & Families Leader Role Description

Title	Children and Families Leader
Contract	Fixed term until 31 December 2027.
Basis of employment	Full time working hours are 35 hours per week. We are open to discussion with candidates interested in part-time hours, subject to a minimum 0.5 FTE.
DBS Check required?	Yes
Reports to	Vicar
Key Relationships	Operations Director; Verger; Youth, Students and Young Adults Leader; Children's Choir Director; Parish Administrator; Churchwardens; Treasurer; Southwell & Nottingham Diocese Growing Younger Disciples Lead.
Location	St Mary's in the Lace Market, High Pavement, Nottingham
Special conditions of employment	There is a genuine occupational requirement for the post holder to be a communicant member of the Church of England or a member of the Churches Together in Britain & Ireland.
Date written	March 2025

I. Job Purpose

In line with the diocesan vision for growing compassionate, confident and courageous disciples of Christ, the Children & Families Leader (CFL) will lead St Mary's in developing and implementing programs to engage children and their families in the life of the church and help them, at an age-appropriate level, develop, explore and grow in faith.

While this will involve some building on what is already in place, the church recognises that its current provision for this age group is limited. The role will therefore include helping the church review and improve its offer for children and families and is likely to focus significantly on creative outreach to those not yet engaged with the church, and establishing clear pathways for them to grow in a relationship with Jesus and life of discipleship.

2. Accountabilities

a. Outreach and Engagement

- Build relationships with families and promote church activities and events.
- Develop and implement outreach strategies (including a digital strategy) to connect with children (where age-appropriate) and their families in the city of Nottingham.
- Promote and advertise opportunities for children and families at St Mary's to explore faith.
- Ensure families attending St Mary's for the first time or expressing an interest in doing so are properly welcomed and integrated into the life of the congregation.
- Advocate for children and families in the life of St Mary's and the wider church and ensure provision for them is integral to planning.

b. Program Development

- In collaboration with St Mary's ministry team and other members of the church, develop and lead a program of social, learning and worship activities that engage children and their families, helping them understand what it means to belong, grow in faith and live as disciples of Christ.
- In collaboration with the vicar and Children's Choir Director, contribute to the planning and leading of Family Services.
- Plan occasional special events e.g. day trips, retreats, attendance at conferences or festivals.

c. Mentoring and Pastoral Support

- Recruit, encourage and support volunteer leaders to assist with programs and activities.
- Where appropriate, provide pastoral care, mentoring, guidance and support to children and their families in their personal and faith journeys.

d. Safeguarding

- Complete a satisfactory DBS check and all required safeguarding training.
- Observe all relevant safeguarding policies and practices at all times.
- Report immediately any concerns that may arise.
- Foster a safe and inclusive environment where all children feel valued and supported.
- Engage in regular pastoral supervision and seek assistance and support promptly when it is needed.

e. Communication, Collaboration & Administration

- Creatively use social media and other digital platforms to advertise the life of St Mary's and opportunities for children and families within its life.
- Collaborate with those leading other aspects of church life to remove barriers which make it difficult for children and families to become members of St Mary's and help integrate their involvement in the broader church community.
- Maintain regular communication with families, the ministry team and volunteers regarding activities and events.
- Efficiently and effectively undertake all administrative tasks associated with the role, including the management of an allocated budget.

f. Ministry Team Member

- Participate fully in meetings of St Mary's Ministry Team, as required.
- Attend such other meetings as are relevant.
- Attend worship regularly at St Mary's including Sunday services and weekday Morning Prayer as agreed with the vicar.
- Assist, as necessary, with the work of the Ministry Team, especially at busy times.

g. Personal Development

- Give due attention to your own faith and personal development, through regular prayer, study and retreats.
- Engage in training and networking events to develop knowledge and skills relevant to the role.

3. Outcomes

a. Outreach and Engagement

Through personal approach and a creative digital strategy, St Mary's builds strong relationships with key institutions and is widely known as a church which nurtures families. Children and families who come to St Mary's are warmly welcomed and integrated into the church's life, and helped to grow in faith and discipleship.

b. Program Development

A range of regular activities enable Children and families to find welcome and friendship at St Mary's and have space to explore / grow in their Christian faith and life of discipleship.

c. Mentoring and Pastoral Support

There is a reliable team of people to assist with programmes / activities for young people. Volunteers feel equipped, valued and supported for the work they do.

Children and families seeking personal or spiritual guidance are safely and sensitively helped.

d. Safeguarding

The CFL promotes a safe culture and working practices at St Mary's and acts at all times in a way that ensures the safety and wellbeing of others.

e. Communication and Collaboration

The CFL works effectively with all key stakeholders to promote matters of relevance to children and families and ensure they are able to integrate fully into the life of the church community. Budgets and matters of practical administration are managed effectively.

f. Ministry Team Member

The CFL engages willingly with the wider ministry of St Mary’s and plays a full part in the ministry team, including regular attendance at worship.

g. Personal Development

The CFL is recognised as someone who makes serious efforts to live out an authentic Christian life. He / she is willingly engaged in personal and professional development that enables them to carry out their role effectively.

4. Person Specification

	Essential	Desirable
Personal Characteristics	<p>Warm, genuine and generous Christian faith which inspires children and families in their walk with God.</p> <p>A collaborative, inclusive approach that sees value in people of all backgrounds, lifestyles and beliefs.</p> <p>Creative and entrepreneurial in approach.</p> <p>Passionate about reaching children and families not currently in church, and drawing those on the fringes into deeper engagement.</p> <p>Comfortable in your own spiritual gifts and the ability to develop spiritual gifts in others.</p> <p>Prepared to take risks, make mistakes and learn from them.</p>	
Competencies and Skills	<p>Ability to help children and families connect with Jesus and develop in their faith.</p> <p>Ability to inspire people to volunteer in the children and families ministry.</p> <p>Excellent communicator particularly with children and families.</p> <p>Ability to work as part of a team, able to support and bring out the best in colleagues.</p> <p>Competent user of MS Office.</p>	<p>Familiarity with Canva.</p> <p>Confident user of social media to engage wider audiences and promote relevant church activities.</p>

Qualification and Experience	<p>Educated to GCSE standard or equivalent level of work experience.</p> <p>Experience of working with children and families.</p> <p>Experience of designing and leading planned activity programs</p>	<p>Experience of children and family work in a church setting.</p> <p>Relevant experience in theology, ministry, or a related field.</p>
Knowledge and Understanding	<p>Knowledge of the strategies to be employed to encourage Children and Families into becoming members of the worshipping community.</p> <p>Good understanding of the principles of Safeguarding of Children and Vulnerable Adults, and willingness to develop a thorough working knowledge of safeguarding.</p>	
Special Requirements	<p>Willing and able to work flexibly, recognising that Church life does not fit normal office hours. You can expect to work some evenings and weekends and to attend and participate in meetings/events.</p>	

Terms of Employment

Contract length: This is a fixed-term post until 31 December 2027.

Probationary period: Employment will be subject to successful completion of a probationary period of 6 months.

Working hours: Standard working hours are 35 hours per week. We are open to discussion with candidates interested in part-time hours, subject to a minimum 0.5 FTE. The role will require some weekend and evening working. It is expected that staff members will be active members of Church including Sunday services. Flexible working essential according to the needs of the role and responsibilities

Holiday: 20 days' holiday plus Bank Holidays (pro rata for part-time posts).

Salary: In the range £25,800 - £27,200 (*pro rata* for part time) depending upon experience, paid monthly in arrears

Pension: Membership of the Church of England Pension Scheme (Church Workers Fund) with 5% contribution rate by both employer and employee.

Expenses: All reasonable expenses will be reimbursed.