

**CHILDREN and FAMILIES TEAM LEADER
CLUSTER 2**

JOB PROFILE	
Title:	Children and Families Team Leader
Contract:	Fixed term till end of 2030
Reports to:	Lead Mission Enabler (LME)
Location:	Tuxford.
Basis of employment:	Part time – 17.5 hours per week
DBS check required. (Yes/No)	Yes
Special conditions of employment	There is a genuine occupational requirement for the post holder to be a Christian and a communicant member of the Church of England or a member of the Churches Together in Britain & Ireland.
Date written/updated	20 May 2025

PURPOSE OF ROLE
<p>To develop and facilitate high quality Children and Families Ministry across Cluster 2. There will be an initial focus of developing this ministry at The Potting Shed at St Nicholas’s Church Tuxford, as a core base, and for emerging New Worshipping Communities. The role will develop children & families ministry teams across the Cluster by connecting and investing in volunteers. This will involve working closely with Mission Associates across the Cluster in helping facilitate children and families’ ministries and helping establish New Worshipping Communities.</p>

MAIN RESPONSIBILITIES
<p>Children & Families</p> <ul style="list-style-type: none"> • Provide strategic leadership of the children and families ministry across Cluster 2 with an initial focus at The Potting Shed at St Nicholas’ Church Tuxford, as a core base, enabling it to grow in numbers and depth of discipleship. • Build, run and train an effective volunteer children’s work team at The Potting Shed at St Nicholas’ Church Tuxford and in Cluster 2 churches as children and families work opportunities develop. • Be involved in planning and delivering Rise and Shine – online weekly collective worship offering to rural primary schools in Cluster 2, plus initiating and delivering primary school chaplaincy work. • Along with the LME and Mission Associates, work towards establishing New Worshipping Communities focussed on reaching children and families in fresh ways (likely to be in a church, school or suitable community context). • Support children and families work more widely across other churches in cluster 2.

- With the LME and Mission Associates, agree and implement strategy and monitor and assess the progress of growth.
- Oversee, support, resource, equip new children and families work initiatives started in partner churches in Cluster 2.
- Ensure all safeguarding policies and procedures are adhered to in all working practices.

ROLE DIMENSIONS

Budget management (where relevant)	Monitoring of children & families' budget alongside the treasurer(s).
People management	Line management of other volunteers and, where applicable, employed children and families' workers, including recruitment, performance management and development.
Key relationships – internal	LME Mission Associates across Cluster 2 PCCs across Cluster 2 The Potting Shed Trustees Diocesan Lead for Growing Younger Programme Management Office (PMO) Diocesan Education Team
Key relationships – external	Other children's organisations e.g., uniform groups, sports groups etc. Schools within Cluster 2.

PERSON SPECIFICATION

	Essential	Desirable
Personal Characteristics	<p>Passionate and vibrant personal Christian faith which inspires children and their families in their walk with God.</p> <p>Passionate about reaching children and their families not currently in church.</p> <p>Comfortable in operating their own spiritual giftings and the ability to develop spiritual gifts in others.</p> <p>Prepared to take risks and try new things, and to learn from experience.</p>	
Competencies and Skills	Ability to help children and families connect with Jesus and develop in their faith.	

	<p>Ability to inspire people to volunteer in the children & families ministries.</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>Ability to connect with volunteers and help to develop their skills.</p> <p>Competent user of Microsoft office products (Word, Excel, etc.), OneDrive and Zoom</p>	
Qualification and Experience	<p>Educated to A level standard or equivalent level of work experience.</p> <p>Experience of working with children and families.</p> <p>Experience of leading/developing others including volunteers.</p>	<p>Experience of children and families work in a church setting.</p> <p>Relevant qualification.</p>
Knowledge and understanding	<p>Knowledge of the discipleship pathways into faith.</p> <p>Good understanding of the principles of Safeguarding of Children and Vulnerable Adults, and willingness to develop a thorough working knowledge of safeguarding including safer recruitment practices.</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

Work pattern	<p>Standard working hours are 17.5 hours per week (part time) with the expectation that some of these will be worked on a Sunday. Hours to be worked in agreement with the LME. It is expected that staff members will be active members of Church including Sunday services. Flexible working essential according to the needs of the</p>
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	role and responsibilities. At least one full day off, should be taken each week.
Salary	The salary range for this role is £28,154 - £31, 285 pro rata, starting at £28, 154 pro rata. Plus, up to 10% pension.
Holiday	25 days holiday per annum pro rata plus 8 bank holidays.
Probation	6 months.