



St. Barnabas Church, Lenton Abbey
Anglican Parish of Lenton Abbey
Children and Families Lead
Role Description and Person Specification

JOB PROFILE

Title:	Children and families Lead
Contract:	Fixed Term - 5 years
Reports to:	Associate Priest (Revd. Canon Fiona Shouler) & Priest-in-Charge (Revd. Gareth Frank)
Location:	St. Barnabas Church, Lenton Abbey
Basis of Employment	2.5 days pw (20 hours)
DBS check required?	Yes. Enhanced DBS for working with children & vulnerable adults
Special Condition 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 / updated	November 2025

PURPOSE OF ROLE

St. Barnabas Church lies 3 miles outside the city centre of Nottingham. A small parish, it borders Nottingham University and the Lenton Abbey Estate. Opposite is Wollaton Park. It is eligible for Lowest Income Communities Funding.

Post-Covid the attendance of families and children all but dried up but recently - on the back of some successful community fun days, activity days and monthly Cafe Church - we have seen more interest from local families. Our heart is to grow disciples of all ages and nurture faith at all stages.

This role will enable more sustained contact with local families and the Primary School (Beeston Fields Primary), with targeted activities on Sundays, weekday groups and in school holidays.

MAIN RESPONSIBILITIES

With support from clergy and lay leaders, the Children and Families' Lead will be responsible for the following areas:

1. Vision and Strategy

- ❖ Overseeing the development of our vision and strategy for ministry with 0-12's and their families
- ❖ Discerning a vision for ministry to families within the wider calling/purpose of St. Barnabas and developing a long-term plan for growing this ministry
- ❖ Communicating this vision and strategy to the staff team, PCC and wider church
- ❖ Equipping and inspiring others (suitable volunteers) to hold this vision with you
- ❖

2. Mission and Outreach

Coordinating and catalysing our outreach to families and children, to participate within wider church mission. This will involve:

- ✧ Overseeing provision for children on Sunday mornings, that promotes the Gospel and fosters discipleship in children. This will include building a team of volunteers who capture the vision.
- ✧ Working alongside volunteers to support and expand provision
- ✧ Overseeing and developing existing outreach initiatives such as the Fun Day, Christmas & Easter Activity days, Filling Station etc, ensuring they align with the broader vision and strategy of the church.
- ✧ Working with the wider team to promote other initiatives (e.g. Toddler Group, After School Club, Holidays clubs, Alpha etc)
- ✧ Where appropriate, partnering with relevant external organisations, such as the local school, Hope etc.

3. Discipleship Pathways

- ✧ Developing pathways for whole families to grow in faith and integrate into the life of the church:
- ✧ Working with clergy and the Ministry Team to help nurture and develop the faith of families, promoting and enabling engagement with scripture, prayer and spiritual disciplines
- ✧ Supporting parents to encourage faith and discipleship at home.
- ✧ Offering pastoral support to children and families, including signposting to other help available.

4. Wider Leadership Responsibilities

As a key member of staff, you will exercise broader leadership at St. Barnabas through:

- ✧ Involvement with leading at Cafe Church
- ✧ Participation at Ministry Team meetings
- ✧ Feeding back to PCC

ROLE DIMENSIONS

Budget management	<ul style="list-style-type: none"> ✧ Holding and monitoring a small budget ✧ Liaising with Treasurer
People management	<ul style="list-style-type: none"> ✧ Supervision/oversight of volunteers for related activities and groups ✧ Working with the PSO to ensure: <ul style="list-style-type: none"> - safer recruitment is in place and all DBSs are up-to-date - all required training is completed
Key Relationships (Internal)	<ul style="list-style-type: none"> ✧ Line Managers: Associate Priest & Priest-in-Charge ✧ Ministry Team for support ✧ Churchwardens ✧ Adults currently providing activities on Sunday mornings.
Key Relationships (External)	<ul style="list-style-type: none"> ✧ Equivalent worker at Holy Trinity ✧ Staff (esp. RE coordinator) at Beeston Fields Primary School ✧ Other resource organisations for this work

PERSON SPECIFICATION

	Essential	Desirable
Personal Characteristics	<ul style="list-style-type: none"> ✧ A Christian committed to their own discipleship journey ✧ A team player who enjoys working in partnership with others, and who is able to complement and inspire others ✧ Strong organisational skills and an ability to manage time, competing demands and commitments 	
Competencies and Skills	<ul style="list-style-type: none"> ✧ Able to organise events and groups that run well and attract families and children ✧ Good public speaking skills and an ability to communicate the Christian faith with children and families ✧ Competent user of Microsoft Office products (Word, Excel etc). 	<ul style="list-style-type: none"> ✧ Experience of or familiarity working in the Church or Charity Sector ✧ Experience of or willingness to familiarise oneself with the structures of the CofE. ✧ Experience working with children & families in a church setting / Christian context
Qualification and Experience	<ul style="list-style-type: none"> ✧ Relevant qualification (education / childcare / etc) or work experience of working with families and children ✧ Experience of leading / developing others including volunteers. 	Experience working with families / children in a church /Christian context
Knowledge and Understanding	A familiarity with safeguarding policies and procedures and a commitment to creating a safe culture for children and vulnerable adults	
Special Requirements	Willing and able to work flexibly, recognising that Church life does not fit normal office hours. You can expect to work some evenings, weekends and Bank holidays and to attend and participate in meetings/events.	

TERMS OF EMPLOYMENT

Work pattern	Standard working hours are 18 hours pw. It is expected that staff members will be active members of Church including Sunday services. Flexible working is essential according to the needs of the role and responsibilities.
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Salary	The salary range for this role is £ 25-27K FTE depending on experience. Plus 8% employer pension contribution.
Holiday	25 days holiday per annum plus 8 bank holidays, including 6 Sundays. TOIL may be taken when working a bank Holiday is essential.
Probation Period	6 months