

CHILDREN & FAMILIES TEAM LEADER

Kirkby-in-Ashfield

JOB PROFILE	
Title:	Children and Families Team Leader
Contract:	Fixed Term to the end of 2030
Reports to:	Priest-in-Charge
Location:	St Thomas church, Kirkby-in-Ashfield
Basis of employment:	Full time – 35 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 communicant member of the Church of England or a member of the Churches Together in Britain & Ireland.
Date written/updated	February 2026

PURPOSE OF ROLE
To develop a Ministry focused on children and families initially within the Benefice, reaching and discipling children in St Thomas' and St Wilfrid's church, but subsequently extending outreach into the surrounding areas by working in partnership with other churches.

MAIN RESPONSIBILITIES

- Provide strategic leadership of the children & families ministry under the authority/guidance of the Priest-in-Charge with the aim of creating new children & families missional initiatives to reach and disciple families.
- Work closely with the Priest-in-Charge to develop and implement a clear children & families strategy and effective Growing Disciples Plan.
- Work closely with the Priest-in-Charge to establish the children & families vision at the heart of the church.
- Establish a thriving children and families ministry with new children engaged in weekly worship & discipleship groups.
- Establish a New Worshipping Community (NWC) focused on reaching children & families in fresh ways (likely to be in a church or school or suitable community context).
- Where appropriate work with the diocese to identify, train and commission lay Local Missional Leader(s) (LMLs) focused on children & families evangelism and spiritual formation to lead/support the establishment of a NWC or the wider work.
- Support children & families work more widely across a number of other churches.
- Monitor and report quarterly on progress using the Growing Disciples plan, identifying priorities, risks, learning and next steps.
- Build, run and train an effective volunteer team.
- Oversee the children's and families budget working with the operations manager/vicar /treasurer to run it effectively.
- Work with the operations manager/vicar/treasurer to explore possible funding opportunities to further the development of the ministry.
- Explore opportunities alongside the vicar to start new children and families outreach in other churches in the mission area.
- Oversee, support, resource and equip any new children and families work initiatives started in partner churches in the mission area.
- Ensure all safeguarding policies and procedures are adhered to in all working practices.
- Work alongside the wider staff team on key objectives to serve the wider community.

ROLE DIMENSIONS

Budget management (where relevant)	Monitoring children/families budget
People management	Line management of other volunteers and, where applicable, employed families workers, including recruitment, performance management and development
Key relationships – internal	Priest-in-Charge PCC

Key relationships – external	Other churches in the mission area Other children’s organisations e.g., Uniform groups, sports groups etc. Diocesan Lead for Growing Younger Disciples (Children & Youth Lead), Children & Youth work Trainer & Enabler, Operations Administrator – Children & Youth & Programme Management Office.
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PERSON SPECIFICATION

	Essential	Desirable
Personal Characteristics	<p>Passionate and vibrant personal Christian faith which inspires children and families in their walk with God.</p> <p>Passionate about reaching children and 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 in mission, 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 Microsoft office products (word, excel etc).</p>	<p>Ability to use Google Suite, Church App.</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 family work in a church setting.</p> <p>Relevant qualification</p>

PERSON SPECIFICATION

	Essential	Desirable
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	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.	

TERMS OF EMPLOYMENT

Work pattern	Standard working hours are 35 hours per week. Hours spread between Sunday and Thursday. It is expected that staff members will be active members of the Church including Sunday services. Flexible working essential according to the needs of the role and responsibilities.
Salary	The salary range for this role is £28,000 – £32,000 pro rata depending on experience. Plus, up to 6% pension.
Holiday	25 days holiday per annum plus 8 bank holidays
Probation	6 months