

**Children and Families Worker**  
*St Giles West Bridgford*

<b>JOB PROFILE</b>	
Title:	Children and Families Worker
Reports to:	Rector
Location:	St Giles, West Bridgford
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	March 2026

<b>PURPOSE OF ROLE</b>
To lead and develop our ministry to 0-11 year olds, and to help coordinate our support for them and their families.

<b>MAIN RESPONSIBILITIES</b>
<p>To lead and develop St Giles’ ministry for 0-11 year olds, working closely with the Rector to deliver the vision of investing in every generation as life-long disciples.</p> <p>To oversee and plan the programme for the groups that currently meet on a Sunday morning – sunbeams (ages 2-4) and junior church (ages 4-11) and develop our work for children.</p> <p>To lead our work during the week with under 5s and their carers through our weekly toddler group and story and song group, and help families to come into the church.</p> <p>To help St Giles develop its support for those with Special Educational Needs to enable them to access the groups and occasional events that are put on.</p> <p>To recruit, train and equip teams of volunteers to enable the delivery of ministry to each age group, ensuring that Diocesan Safeguarding and recruitment procedures are complied with and that safeguarding policies and procedures are adhered to in all working practices.</p>

To co-ordinate and facilitate special events across the year such as holiday clubs, occasional messy church, light party, nativity and other seasonal outreach events.

To help in the welcome of new families and those coming for baptism.

To help in the provision of support to those families in need of extra pastoral care.

To be a part of the ministry team of St Giles enabling good coordination between the work with children and with youth, especially helping in the transition from the children's groups into the youth groups in year 6, and the work of the pastoral care team.

To help develop our relationship with the local schools, welcoming classes for visits and together with the ministry team helping in the delivery of assemblies and special events.

ROLE DIMENSIONS	
Budget management	Accountable to the PCC for spending from the Children's ministry Budget
People management	Oversight of volunteer teams
Key relationships – internal	Rector, Youth Worker PCC, Safeguarding team.
Key relationships – external	Other children and families workers in the deanery and diocese.

PERSON SPECIFICATION		
	Essential	Desirable
<b>Personal Characteristics</b>	<p>Passionate and vibrant personal Christian faith which inspires children in their walk with God.</p> <p>Compassion for children and their families as they journey through the different seasons of family life.</p> <p>Comfortable in operating in their own spiritual giftings and the ability to develop spiritual gifts in others.</p>	

	Prepared to take risks in mission, and bring new ideas to the table, make mistakes and learn from them.	
<b>Competencies and Skills</b>	<p>Ability to communicate the good news of Jesus in a way that is accessible to children.</p> <p>Ability to communicate well with parents and carers, and talk engagingly with them about the Christian faith.</p> <p>Ability to inspire people to volunteer for children's ministry.</p> <p>Ability to work as part of a team, able to support and bring out the best in colleagues.</p> <p>Ability to organise rotas and teams to deliver a termly programme</p> <p>Competent user of Microsoft office products for documents, and presentations.</p> <p>Ability to organise rotas and teams to deliver a termly programme</p>	<p>Experience of using church suite or similar for rota management and data storage.</p> <p>Experience of Godly Play.</p> <p>Use of social media as a tool for connection and outreach.</p>
<b>Qualification and Experience</b>	<p>Experience of children's work in a church setting.</p> <p>Educated to GCSE standard or equivalent level of work experience.</p> <p>Experience of working with children.</p>	<p>Experience of SEN provision.</p> <p>Experience of leading children in worship.</p>
<b>Knowledge and Understanding</b>	<p>Understanding and love for the Bible.</p> <p>Understanding of child development and the support they need at different stages.</p>	

	A thorough working knowledge of safeguarding of children and vulnerable adults.	
<b>Special Requirements</b>	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, including Sunday as a working day. 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.
Salary	The salary range for this role is £26-28,000 depending on experience. Plus pension.
Holiday	25 days holiday per annum plus 8 bank holidays
Probation	6 months