

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Children and Families Officer
Team:	Parish Support
Reports to:	Senior Parish Adviser
Key working relationships:	Internal: Diocesan Youth Officer Strategic Youth and Children Delivery Officer Parish Support Team Apostolic Life Team Education Team Safeguarding Team External: Parish Children and Family Workers Parish Clergy Parish Officers and parish volunteers Diocesan Children and Youth Link Up network National Church Children & Families Worker Network
Place of work	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

1.0 Main purpose of job

This role plays a key part in delivering, resourcing and growing children's and families work in the Diocese of Chichester. The post looks to expand networks to support volunteers and children's staff to be effective and successful in their delivery to enhance missional outreach and numerical growth, affirm the home as the "little church," and foster stronger integration between Church schools and parish ministry.

Key areas of responsibility include:

- Lead and implement the delivery of the Children and Families strategy within the diocese.
- Finding, resourcing and sharing good practice to support mission and ministry for children and families so they grow in Christian discipleship.
- Promote and initiate evangelism and lifelong vocation among children and their families.

2.0 Principal duties

Children and Families Strategy

- 2.1. Lead the delivery of the Children and Families strategy for the Diocese of Chichester in consultation and collaboration with the Diocesan Youth Officer, Parish Support Team and Senior Staff.
- 2.2. Develop and run children and families work programmes aligned with the Diocesan Growth Strategy, incorporating worship, discipleship, and intergenerational themes.
- 2.3. Collect data to monitor and evaluate the impact of children and family initiatives in the diocese.
- 2.4. Develop and maintain links with the national 30k project as well as any other relevant programs.

Equipping and Supporting Ministry and Mission for Children and Families

- 2.5. Provide guidance and support to clergy, children and family workers and volunteers to develop children and family ministry programmes.
- 2.6. Provide advice and support to enable parishes to engage with whole families (children, parents and grandparents) and utilising events to develop clear pathways to faith and discipleship.
- 2.7. Offer mentorship and networking support and opportunities to paid and volunteer children and families workers.
- 2.8. Provide advice and resources to parishes related to the recruitment process for volunteers and paid children and family worker roles.
- 2.9. Work with parishes to develop opportunities for internships and student placements.
- 2.10. Share best practice and provide information, development and ongoing continued professional development for children and families workers, for example around safeguarding and inclusivity.
- 2.11. Source, design and deliver workshops, training events and online resources for all those involved in children and families work.

- 2.12. Provide and maintain equipment and materials, such as Messy Church, Godly Play, Church in a Box for parish use.

To promote and initiate evangelism and lifelong vocation amongst children and their families

- 2.13. Promote partnerships that encourage evangelism and vocation for children and families in diverse contexts, (e.g., Safe Families, Family Support Work).
- 2.14. Support and promote expressions of church such as Messy Church, Bubble Church, toddler groups and other outreach activities.
- 2.15. Assist churches in working with children in preparation for first communion and with confirmation preparation.
- 2.16. Collaborate with the Education team to advise parishes on engaging with local Church of England schools.
- 2.17. Support the diocesan children & family events such as Family Camp and Maycamp.

3.0. General responsibilities

- 3.1. The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
- 3.2. The post holder is required to:
- support the ethos, aims and objectives of Christianity, the Church of England and the diocese;
 - keep up to date with developments in their area of work;
 - participate in performance management and appraisal;
 - engage in training and continuous professional development activities.
- 3.3 The post holder will be required to travel across the diocese.
- 3.3. The post holder may be required to handle cash.
- 3.4. The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- 3.5. The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.

3.6. This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

Review Date: November 2025

Signature of Line Manager:

Signature of Employee:

Next Review Date: November 2026

Terms and conditions:

Probation: The appointment will be based upon a probationary period of six months during which it may be terminated by either party by one week's notice, and thereafter by three months' notice on either side.

DBS disclosure: The appointment is subject to enhanced DBS disclosure.

Salary: The post is offered at £38,600 per annum.

Pension: The successful applicant will be offered a pension with the Church of England Pensions Board with a flexible employee contribution between 0-6% and an employer contribution of 15.1%

Travel and evening work: The post will involve travelling around the Diocese and evening work and occasional work at weekends.

Genuine Occupational Requirement: This is a post to which an Occupational Requirement under paragraph 1 of Schedule 9 to the Equality Act 2010 applies, the requirement being that the post holder is a practising Christian.

PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications	Educated to Level 3 qualification (e.g. A Level, BTEC)	√	
	Theological training or qualification related to children's ministry.		√
Knowledge and Experience	Children and Families work experience in a Christian church context	√	
	Experiencing of coaching, mentoring or supporting others	√	
	Strong knowledge of mission and evangelism principles in the Church of England	√	
	Knowledge and awareness of safeguarding policies and best practices	√	
	Knowledge of innovative forms of ministry such as intergenerational ministry, pioneering and fresh expressions of church	√	
	Experience of using digital tools such as social media and websites for effective communication		√
Skills and Abilities	Ability to provide training and equip and inspire those providing ministry to children and families	√	
	Ability to build strong professional relationships	√	

	Ability to communicate effectively with excellent verbal, written and presentation skills	√	
	Adaptability and the ability to work across a range of theological traditions	√	
	Good leadership and organisational skills with the ability to prioritise tasks, risks and opportunities	√	
	Good IT skills, including knowledge of Microsoft 365: Word, Excel, Outlook, SharePoint and PowerPoint	√	
Personal qualities	A practising communicant member of the Church of England or of a church belonging to a member body of Churches Together	√	
	Committed to and confident in the aims and ethos of the Diocese of Chichester and the mission and ministry of the Church of England	√	
	Self-motivated with the ability to motivate and inspire others	√	
	Able to travel to parishes around the diocese for the purpose of the role	√	
	Willing to work outside normal working hours if required	√	