



The Diocese of  
**Southwark**

# Children and Youth Minister



## Vacancy Information Pack

**Closing Date: 9<sup>th</sup> March 2026**

**Interview Date: 13<sup>th</sup> March 2026**

**Christ  
Centred**  
**Outward  
Focused**

**The Diocese of Southwark**

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Company Secretary: Nicola Thomas





February 2026

Dear Candidate,

I am delighted that you have expressed interest in the role of Children and Youth Minister based in St John's, Upper Norwood and I hope that you will find the information provided in this pack helpful.

This is an exciting opportunity for a person of faith who wants to apply their skills, share our vision and join us as we seek to grow as a family and grow in giving every child and young person within the parish the opportunity to explore the Christian faith. Funding is in place for one full time position but we are open to requests for part time opportunities too. Please state on your application (in answer to the question of why you want the role) whether you want to be considered for a full time position or for part time hours.

I would be very happy to have an informal discussion about the role. Please do get in touch by email at [mthrrachael@sjun.org.uk](mailto:mthrrachael@sjun.org.uk)

You can apply for the role [here](#) by 9 March 2026.

Yours sincerely,

Revd Rachael Gledhill  
Associate Vicar

[mthrrachael@sjun.org.uk.](mailto:mthrrachael@sjun.org.uk)

## Diocese of Southwark Job Description

<b>Job Title:</b>	Children and Youth minister (up to 35 hours/week but applications for part time hours will be considered - please make this clear on your application)
<b>Reporting to:</b>	Associate Vicar
<b>Location:</b>	St John's Upper Norwood, 1 Sylvan Road, London SE19 2RX
<b>Key Relationships:</b>	Associate Vicar, Vicar, Parish Administrator, Site Supervisor, Children's Choir Leader, CYP Volunteer Team
<b>Length of post:</b>	until 31 May 2029

## Background to St John's Upper Norwood

St John's is a thriving parish church, situated in Upper Norwood - a diverse, residential area of 8452 inhabitants in South London. 23% of the parish is children and young people under the age of eighteen. There are 3 schools - a Primary School, Secondary School, and a Pupil Referral Unit for young people with social and emotional needs. There is no church school. There is also some supported living for homeless young people aged 16 - 25. There is a large park in the parish. Upper Norwood is a 10-minute walk away from Crystal Palace, which has a number of restaurants, shops, and cafés. London Bridge is 15 minutes away by train from Norwood Junction, which is 10 minutes away on the 410 bus. The demographic is mixed, with many international communities represented.

St John's is a busy, high Anglican Church, which has seen significant growth since the launch of its children's, youth, and families' programme in 2023. The Sunday Morning congregation has increased from an average of 80 (75 adults and 5 children) to an average of 125 adults (85 adults and 40 children). Worship here is traditional: the mass is sung by a small adult choir made up of professional and voluntary singers, there is incense, and we sing the Angelus too. The children and young people meet in 4 Sunday Groups: Diddy Disciples (0 - 6), Junior Disciples I (7 - 8), Junior Disciples II (9 - 11) and Youth Church (12 - 18). The Junior Disciples serve on the final Sunday of every month and the Youth Church serve on the second Sunday of every month. We have a number of infant baptisms each year, run an annual Confirmation Course for teenagers and adults, and a bi-annual First Communion Preparation Programme. There are a number of day trips, camps, and residential for the children and young people situated around Feast Days such as Advent, Christmas, Easter, Pentecost, and All Hallows' Eve. We run a weekly toddler group for up to 200 toddlers and their grown-ups, and a Messy Church which has a maximum capacity of 500 adults and children indoors and 1500 outdoors. We are about to begin a weekly *Messy Meals* club for our local families and an outreach programme to local teenagers. Our mission and ministry to children, young people and families is at the heart of St John's and this is mirrored by the clergy and lay commitment to this ministry.

## Purpose of this role

St John's, Upper Norwood is a vibrant and diverse parish church in Upper Norwood, serving the needs of its local community through lunch clubs, children's and youth activities, concerts, and

social events, alongside daily services, Sunday worship, and baptisms, weddings, and funerals. St John's has recently been awarded 5 years of funding from the Church of England's Strategic Mission and Ministry Investment Board to grow its mission and ministry to 0 - 18s, within the parish and local community.

This funding will support outreach projects such as PlayTime!, Messy Church and Messy Meals, in addition to the discipleship that takes place across 4 Sunday groups for 0 - 18s. St John's currently enjoys an attendance of up to 50 under 18s at Parish Mass and welcomes c. 150 under 5s to a weekly toddler group, c. 250 primary-school aged children to a monthly Messy Church and 14 teenagers to a monthly Youth Church. St John's is ambitious for growth and passionate about giving every child and young person within the parish the opportunity to explore the Christian faith.

St John's is looking to appoint a full-time Children's and Youth Minister who will support our Associate Vicar in delivering the outreach projects through administration, activity preparation, organising resources, and tidying up.

There is potential for this role to grow into a leadership role with more oversight for the delivery of our children, youth and families' mission and ministry.

## Key Responsibilities

- Set up and prepare our weekly *PlayTime!* Toddler group, with the aim of sharing in leadership alongside clergy including organising an online shop with toddler snacks and activity equipment, preparing the simple weekly craft and activity trays from instructions, and setting up the space in the 90 minutes before the session.
- Share the delivery of the weekly *PlayTime!* session from 9:30 - 11am on a Friday morning, including telling the story. Manage craft administration build relationships with families and those attending and tidy and clear up (approximately 90 minutes).
- Share the set up and preparation of our monthly *Messy Church*. including organising an online shop with activity equipment, preparing 12 - 16 activities from instructions, and setting up the space in the 4 hours before *Messy Church*.
- Share the delivery of the monthly *Messy Church*, leading an activity, and then assisting in the worship and serving the hot meal. Tidy and clear up after *Messy Church* (approximately 2 hours).
- Lead and help with 4 Sunday groups for children and young people, alongside volunteers.
- Connect, support and encourage those attending weekly *Messy Meals* after-school club on Wednesdays and the weekly chorister practice, providing support and ministry to parents.
- Design, implement, run and grow the monthly Youth Church and weekly Youth Group outreach to local young people.
- Support clergy to lead the Youth Church, *Messy Meals*, Discipleship Course, Trips and Camps, scaling up in leadership.

## What we offer

- The opportunity to be part of a growing church, which is passionate about mission and ministry to children, young people, and families.
- A supportive and nurturing team.
- Flexible hours with fixed points of Fridays and Sundays, with the opportunity to work from home or on site.
- Regular training.

- Plenty of coffee and free tasty snacks whilst working!
- Free on-site parking.
- The opportunity to grow into a leadership role with children and young people, should you wish.

## Person Specification

### Character

- You will be a good team player, who enjoys living life in a Christian community and believes that it takes a village to raise a child!
- You will have a vocation in mission and ministry to children, young people and families seeing them as a vital and treasured part of the role of the church in the world today.
- You will be humble and not afraid to get stuck into the dirty jobs like helping to clean the nappy changing area after PlayTime! As well as being hands on with trips.
- You will have initiative and creativity to develop new ways of ministering.
- You will be warm, approachable, and friendly towards our children, young people and families.
- You will be faithful, dependable, and reliable. You will recognise the importance of *showing up* to our children and young people and families.

### Competence

- You will be confident leading small and large groups for children and young people, which includes faith-based activities, prayer, trips and camps.
- You will need an understanding of online grocery shopping, Amazon orders, and using other children and youth supplies such as *TTS* and *Early Learning Centre*.
- You will need a basic understanding of Microsoft Word and Excel.
- You will need to have an understanding of budgeting and managing money.
- It is helpful if you have used a CRM system such as *ChurchSuite* before. If not, you will need to have the basic IT skills that allow you to learn how to use them

### Calling

- You will embrace the vision, values and tradition of St John's, Upper Norwood
- You will have a passion for sharing the Good News with children, young people, and their families.
- You will be committed to creating and living out the spirit of Christian community in the world today.

This post is subject to an occupational requirement under Part 1 of Schedule 9 of the Equality Act that the postholder be a practising Christian in full sympathy with the aims and ethos of St John's purpose and mission. Your personal spiritual growth and renewal is important, and we will look to support this including facilitating your ability to attend conferences and other events that will deepen your discipleship.

The post is subject to references and an enhanced DBS check.



## **TERMS AND CONDITIONS**

### **Children and Youth Minister**

#### **Employer**

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

#### **Normal Place of Work**

St John's Church, Upper Norwood, 1 Sylvan Road, London, SE19 2RX

#### **Salary**

The post has a full-time salary of £34,000 per annum.

#### **Length of Contract**

The post is funded for a fixed until 31 December 2029

#### **Probation**

The appointment is subject to the satisfactory completion of a six-month probationary period.

#### **Hours of work**

35 hours per week (or part time equivalent) including Fridays and Sundays.

#### **Holiday Entitlement**

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays. [Pro rata for part-time hours]

The leave year runs from 1st January to 31st December.

#### **Sick Pay**

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

#### **Season Ticket Loan**

An interest free season ticket loan is available upon satisfactory completion of the probation period.

#### **Cycle to Work Scheme**

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

## **Pension**

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

## **Employee Assistance Programme**

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

## **Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

## **Termination of Employment**

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.

## **Equal Opportunities**

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

## **Disciplinary and Grievance Procedures**

Further details would be provided in the contract of employment that would be issued on appointment