



## Chelmsford Diocesan Board of Finance Job Description

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- Job Title:** Children, Families and Youth Adviser\* – The Mustard Seed Team & Bradwell Episcopal Area  
[\*specialism to be determined on candidate's experience]
- Reports to:** Mustard Seed Team Leader (Line Manager)
- Salary:** £34,000 to £37,000 per annum, subject to experience, skills and qualifications.
- Location:** Home based. The post holder will be required to work at other locations within the Chelmsford Diocese in line with the requirements of the role, particularly the Bradwell Area.
- Hours:** This is a full-time role (35 hours per week) including regular weekend and evening work.
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### Purpose Statement

As a diocese our approach is to enable and empower parishes and worshipping communities to discern how they are to be God's people in their own different local contexts as part of one diocesan family, expressed in our *Travelling Well Together* values developed by our Diocesan Bishop. Underpinning our approach is an invitation to a way of being. This is articulated by our shared diocesan values which shape how we travel together, support each other and provide mutual accountability.

A single Diocesan team working across our three Episcopal Areas, the Mustard Seed Team, have grown their creative vision out of changing missional need and sustaining ministry effectively in challenging times amongst children, families, and youth in the Diocese of Chelmsford. Bringing together a range of experience and expertise, the Mustard Seed Team seek to resource parishes, benefices, deaneries, and New Worshipping Communities, across the breadth of the Diocese of Chelmsford and in the distinctiveness of each of our Episcopal Areas of Barking, Bradwell, and Colchester.

The Mustard Seed Team Values are:

- *Growing in faith:* our work flows out of our relationship with Jesus, and we are reflective.
- *Growing in compassion:* we are driven by our calling to serve, recognising the needs of others.
- *Growing together:* we support one another and those we serve; we work in partnership with others.
- *Growing hope:* inspired by hope, we focus on finding solutions with creativity.

To find out more about the Mustard Seed Team please visit:

<https://www.chelmsford.anglican.org/children-families-young-people/mustard-seed-team>

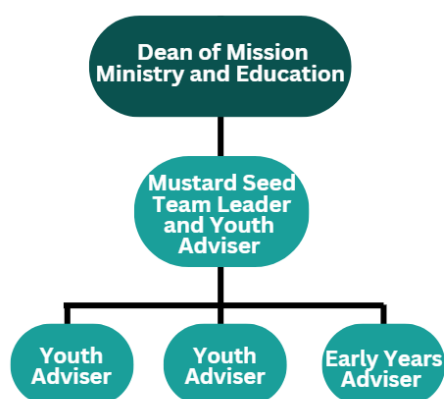


This is an exciting time for the Mustard Seed Team as we look at closer working with colleagues in Education and in Mission and Ministry to develop our Growing Faith provision within our three Episcopal Areas and across the life of our Diocese. Alongside their continuing work of supporting and enabling children's, families and youth ministry, members of the Mustard Seed Team and Education Department developed a pilot project, 'Prayerfully Learning Together' connecting six schools, churches and external partner organisations to explore how prayer connects church, home and school. The Mustard Seed Team and Education Department also work closely together in the delivery of the Bradwell Schools Pilgrimage and the Year 6 Leavers Services held at Chelmsford Cathedral. Additionally, team members have supported CYP workers and volunteers to attend Catalyst at Ridley Hall, and have delivered Youthsapes Launchpad to clergy in the Colchester and Bradwell Episcopal Areas.

It is anticipated that the CYP Adviser (Mustard Seed Team and Bradwell Area) will have particular responsibility for the delivery and development of the Bradwell Schools Pilgrimage and the role of children, young people, and families in the annual Bradwell Pilgrimage. Handover support will be provided to the post holder via a previous Mustard Seed Team post-holder who is holding responsibility for the Bradwell Schools Pilgrimage for 2026.

## Reporting Structure

The Mustard Seed Team is part of the Mission & Ministry Department. The Children, Families and Youth Adviser is a core member of the Diocesan Mustard Seed Team, line managed by the Mustard Seed Team Leader (also Childrens, Families & Youth Adviser for the Colchester Area), and a member of the Barking Area Team led by the Bishop of Bradwell.



## Nature and Scope

The Diocese of Chelmsford is the Church of England in East London and Essex. The Diocese is vibrant and growing with our 470 parishes and 144 schools across Essex, the unitary authorities of Southend and Thurrock, and five East London Boroughs serving a population of 3,278,701 (2021 census). We have 579 churches, which are served by around 415 clergy.



The Chelmsford Diocesan Board of Finance (CDBF) is a company, and registered charity, that manages the business and operational affairs of the diocese, including matters relating to Finance, Property, Communications and Media, Safeguarding, Governance, Human Resources, Information Technology and Data Management, as well as Mission and Ministry which deals with training and supporting our clergy. We aim to serve our parishes and churches, worshipping communities and church schools with accountability and responsibility.

Chelmsford is the second largest diocese in England with a population in excess of 3.2million people, 469 parishes, 316 benefices and 579 churches, 139 church schools with around 500 clergy and 200 licensed Lay Ministers.



## Episcopal Areas, Archdeaonries and Deaneries



### Principal Accountabilities

1. Contribute to strategic development of vision and mission of Mustard Seed Team and enable its delivery with Mustard Seed Team members.
2. As a member of the Mustard Seed Team, encourage and equip missional engagement and discipleship with young people and the encouragement of intergenerational ministry with a focus to the Bradwell Episcopal Area.



3. Creating opportunities to listen to children and young people including contributing to programme development and delivery of direct youth facing activities such as Youth Synod.
4. With the Bishop of Bradwell and Bradwell Area Team, develop the children's, youth and family's provision of the Bradwell Pilgrimage.
5. Develop and support networking and development opportunities for CYP Workers within the Bradwell Episcopal Area.
6. Share vision, encouragement and practice with Deaneries, Areas, and across the life of the wider Diocese.
7. Provide advice, support and resources for churches and organisations (including staff recruitment, management and development).
8. Provide encouragement, training, retreats, prayer initiatives, networking opportunities and support for children, families, and youth workers (paid and voluntary).
9. Mentoring and coaching (where appropriate and within capacity) those involved in the delivery of youth work.
10. Contribute (where appropriate) to CMD training for curates, LLMs and ordinands  
Make regular time for their own professional and spiritual formation, including retreats, study time and attending training.
11. Keep abreast of the latest development, resources, and training opportunities in children, families, and youth work including safeguarding and professional development.
12. Work collaboratively with key stakeholders and undertake other reasonable duties as may be required by the Director of Communications and Media or Chief Executive.
13. Contribute to Social Media and newsletter communications as part of Mustard Seed Team.

### **Other**

14. To ensure all personal information is handled in accordance with the requirements of the Data Protection Act and with the strictest level of confidentiality.
15. To work within the Church of England National Safeguarding Team Policy & Practice Guidance adopted by the Diocese of Chelmsford and to participate in relevant safeguarding training.
16. Complete role related and general Diocesan training, as required.
17. Support the ethos, aims and objectives of Christianity, the Church of England and the diocese
18. Actively participate and contribute in the appraisal process.
19. Ensure that the principles of Data Protection, confidentiality, health and safety and safeguarding, are adhered to, and maintained throughout the course of duties.
20. Work collaboratively with the Mission & Ministry Department and wider contacts and undertake such other reasonable duties as may be required, including by the Dean of Mission, Ministry and Education and Chief Executive.

### **Key Stakeholder Contacts**

#### **Internal:**

- Mustard Seed Team and Education Department.
- The Bradwell Episcopal Area Team.
- The Mission and Ministry Department.
- The Programme Management Office

#### **External:**



- Working with local/regional statutory groups for young people, including the Essex Council for Voluntary Youth Services (ECVYS).

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## Person Specification

### Essential

#### Genuine Occupational Requirement (G.O.R)

There is a genuine occupational requirement for the job holder to be a practising Christian, and an active communicant member in good standing within the Church of England or of a Church which is in Communion with the Church of England, or a Church that is a member of the Churches Together in Britain and Ireland, [Churches Together in England](#), or the Evangelical Alliance.

#### *Qualifications*

- A person with demonstrable expertise and experience in working with and relating to children and young people aged 6-25 (although wide range of experience is beneficial, we also welcome candidates with a core specialism in a specific age group).
- Level 3 (A-Level) or above (e.g., diploma) in children's and/or youth work or other relevant qualification at this level or comparable relevant experience.

#### *Skills and Experience*

- Experience of training and coaching those involved in the delivery of children, families, and youth work (applicants may have greater expertise with one particular group).
- Experience of enabling youth ministry in New Worshipping Communities.
- Experience of engaging with schools and developing positive, lasting relationship.
- Working knowledge of employment and volunteering best practice and legislation.
- Experience of being able to plan strategically, implement plans, motivate others and inspire change.
- Experience of successfully developing and working with volunteer teams.
- Experience of coaching or mentoring teams and/or individuals.
- Evidence of effective line management enabling colleagues to flourish in role.
- Excellent interpersonal, communication and presentation skills, with proven ability to communicate effectively to a wide range of audiences.
- Able to adopt a proactive and entrepreneurial approach to developing solutions to complex matters.
- Able to build trust and work in partnership.
- Able to manage and progress numerous projects at one time.
- Excellent IT skills with experience of effective use of communications tools e.g. Zoom, MS Teams for the delivery of training, and commitment to the effective management of data.

#### *Knowledge*

- Knowledge and understanding of the Church of England, its parochial system and diocesan structures and the Christian faith.



- Knowledge and commitment to the different cultures and worshipping traditions of the Church of England, working in a way that is consistent with the Five Guiding Principles in the House of Bishops' Declaration on the Ministry of Bishops and Priests.
- Knowledge of and commitment to upholding safeguarding best practice in the Church of England and Diocese of Chelmsford.

*Other*

- Committed to and confident in the values of the Diocese of Chelmsford expressed in Travelling Well Together and of the mission and ministry of the Church of England.
- Prepared and willing to work outside normal office hours, including evenings and weekends as necessary (within contracted hours).
- A practicing communicant member of the Church of England or of a church belonging to a member body of Churches Together in Britain and Ireland or Churches Together in England.
- Driving licence and access to private transport with insurance for travel on business purposes<sup>1</sup>

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<sup>1</sup> This is an essential requirement excepting in cases where the (prospective) post holder has a disability as defined by the Equality Act 2010, where a reasonable adjustment could be accommodated.



## Outline of Terms and Conditions

<b>Role</b>	Children, Families and Youth Adviser (The Mustard Seed Team & Bradwell Area Team)
<b>Responsible to</b>	Mustard Seed Team Leader (Line Manager) and Bishop of Bradwell (Area Team)
<b>Salary</b>	£34,000 to £37,000 per annum, subject to experience and qualifications
<b>Hours</b>	Full time – 35 hours per week
<b>Pension</b>	Enrolment in the Church Workers' defined contribution scheme (a non-contributory scheme with an 11% contribution by the Board), plus in-service life cover.  Enrolment in the Clergy Pension Scheme may be available with a salary sacrifice, subject to approval from the Pensions Board.
<b>Annual Leave</b>	30 days plus 8 public holidays pro rata.
<b>Probation Period</b>	Three months.
<b>Notice Period</b>	After service of one month, but during the probationary period – one weeks' notice. Upon successful completion of the probationary period –3 months
<b>Expenses</b>	Working expenses are paid at the Diocesan rates.
<b>Base</b>	Home based. The post holder will be required to work at other locations within the Chelmsford Diocese in line with the requirements of the role, particularly in the Bradwell Area.
<b>Contract</b>	The contract of employment will be with the Chelmsford Diocesan Board of Finance (CDBF).

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## Pre-employment Administration

### Checks:

The contract is subject to:

- Satisfactory references, including from current and/or most recent employer and a reference from a Minister of Religion.
- Completion of a Confidential Declaration form
- A DBS Check at the appropriate level
- A CCSL (If applicable)



- Driving Checks (Driving Licence, road tax, MOT and car insurance) as some business travel will be required.
- Professional Registration/ Qualification Certificate (if applicable)

### **Right to work:**

- The post-holder must have Proof of eligibility to work and reside in the UK. A check will be undertaken.
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### **Employee Benefits**

- Flexible & Hybrid Working, including from commencement of employment (*if applicable to the role*).
- 35 hour working week (full time).
- Enrolment in the Church Workers' pension scheme (non-contributory scheme with an 11% contribution by the Board).
- In service life cover of three times annual salary.
- 30 days Annual Leave plus 8 public holidays pro rata. Payment of professional fees/memberships (for relevant roles).
- Employee Assistance Programme, with access to 24/7 helpline and counselling.
- Family friendly policies, including enhanced Maternity, Paternity and Shared Parental leave and pay.
- Free on-site car parking at the Diocesan Office in Chelmsford.