

Job Description: Children and Families Worker

Job Title	Children and Families Worker
Salary (annual rate)	£30,000 Employer pension contribution
Hours	Full time (to include working on Sundays) 37.5 hours pw
Status of role (permanent, fixed term etc)	Fixed term for 2 years (possible extension subject to funding)
Location	St Nicholas, Newport (on site)
Annual Leave	5.6 weeks (FTE) per full year worked, Bank Holidays (pro-rated)
Reporting to	Vicar
Working alongside	PCC, ministry and operations staff, church members, and diocesan staff members.
Date of issue	19 th May 2026

Background to the Post

In 2025 St Nicholas Newport launched a partnership with the Diocese of Lincoln to revitalise the parish, grow the church family, and support the mission of the church. This partnership brings financial investment from the national Strategic Development Fund and is initially in place for a period of two years.

In November 2025 the church welcomed a new Vicar who trained specifically as a planting curate as part of the programme. Through the project the PCC is seeking to appoint two full-time members of staff: a Children and Families Worker and an Operations Manager.

The successful candidate will join St Nicholas at an exciting stage of growth and revitalisation, with a focus on opening our doors to new audiences and becoming the heart of the local community.

St Nicholas Newport is part of the [Inclusive Church network](#) and is committed to being a church where all people are welcomed, valued, and included. We therefore expect all staff to

support this commitment in their work, and to embody the values of dignity, belonging, and respect within our church community.

Overall Purpose of Post

The overall purpose of this post is:

To develop, lead, and grow a vibrant and sustainable ministry among children and their families within St Nicholas Church and the wider Newport community, helping them encounter God and grow in faith.

	Responsibilities & Accountabilities	Nature and Scope of Role
1	Vision and Ministry Development	1.1 Work with the Vicar and PCC to shape and implement a clear vision for children’s and families’ ministry at St Nicholas. 1.2 Develop sustainable, long-term approaches to engaging families in the life of the church. 1.3 Pray for and actively contribute to the spiritual life of the parish.
2	Sunday and Worship-Based Ministry	2.1 Lead and develop children’s provision within Sunday worship. 2.2 Encourage and enable children to participate meaningfully in services. 2.3 Support the development of all-age and family-friendly worship.
3	Midweek Activities	3.1 Plan and deliver midweek groups, events, and seasonal activities, such as holiday clubs and Messy Church-style gatherings. 3.2 Create accessible entry points for families who are not yet connected to church.
4	Building Relationships with Families	4.1 Develop strong, supportive relationships with children, parents, and carers. 4.2 Accompany families at key moments such as baptisms and transitions. 4.3 Encourage and equip parents and carers to nurture faith at home.

5	Schools and Community Engagement	<p>5.1 Strengthen links with local schools and early years settings in Newport.</p> <p>5.2 Contribute to assemblies, collective worship, and school-based activities where appropriate.</p> <p>5.3 Be an active part of the Growing Faith network across the Diocese.</p>
6	Volunteer Development	<p>6.1 Recruit, train, support, and encourage volunteers involved in children's and families' ministry.</p> <p>6.2 Build and equip a healthy volunteer team through clear communication, delegation, and encouragement.</p> <p>6.3 Encourage volunteers to develop their gifts and serve effectively.</p>
7	Safeguarding	<p>7.1 Ensure all activities follow Church of England safeguarding policies and best practice.</p> <p>7.2 Promote a culture of safeguarding across all children's and families' work.</p> <p>7.3 Complete required training and ensure volunteers are safely recruited, supported, and trained.</p>
8	Communication and Administration	<p>8.1 Maintain appropriate records and clear communication with families, volunteers, and colleagues.</p> <p>8.2 Promote activities through church communications, social media, and local networks, using these safely and appropriately.</p> <p>8.3 Work collaboratively with clergy, PCC, diocesan colleagues, and other ministry leaders.</p>
9	Personal Faith and Development	<p>9.1 Model a committed Christian faith and lifestyle.</p> <p>9.2 Engage in regular prayer, worship, and personal spiritual growth.</p> <p>9.3 Actively engage in supervision, training, conferences, and other professional development opportunities.</p>

Generic Responsibilities	
	Ensure that all health and safety instructions are followed and that care is taken to promote safety for self and colleagues, reporting concerns immediately.
	Adhere to the PCC's data privacy and other GDPR policies.
	Undertake any other duties, as requested, that may reasonably be expected.

Person Specification

Attributes	Criteria	Essential	Desirable
Faith	There is a genuine occupational requirement for the post holder to be a committed Christian.	√	
	A passion for sharing the good news of Jesus with children, young people, and families.	√	
	Ability to communicate the Christian faith in creative, relevant, and engaging ways.	√	
Education and Qualifications	Degree level or equivalent in an area relating to theology, education, or children's, youth, and families' ministry, or qualified by relevant experience.		√
	Evidence of continued professional development.	√	
Experience	Experience of working in a similar role with children, young people, and families.	√	
	Understanding of current legislation and good practice relating to safeguarding, health and safety, and working with children.	√	
	Experience of building, equipping, and supporting volunteer teams.		√
	Experience of planning and delivering activities, events, or programmes for children and families.		√
Knowledge, Skills and Abilities	Good administrative and organisational skills, including planning, prioritising, and managing competing demands.	√	
	Strong communication and interpersonal skills, with the ability to relate well to children, families, volunteers, and colleagues.	√	

	Competent IT skills, including word processing, email, spreadsheets, databases, presentations, and safe use of social media.	√	
	Ability to work collaboratively, motivate others, and use resources responsibly.	√	
Personal Qualities	Self-motivated, organised, trustworthy, and committed.	√	
	Able to work humbly with others, learn from others, and honour leadership.	√	
	Energetic, adaptable, and able to manage personal workload effectively.	√	
General	A full current UK driving licence.		√
	Able to work as part of the church staff team and within the life of the parish.	√	
	Right to work in the UK, subject to satisfactory references, Enhanced DBS clearance, and Diocesan safeguarding requirements.	√	

Interview process

Please apply via Pathways and ensure that in the supporting information section you lay out clearly your motivations for applying for this position and detailing how you meet the person specification. We encourage you to give examples and reference as many of the elements of the person specification as you can.

Recruitment Dates:

Deadline for applications: **19th June 2026**

Interviews to take place week commencing: **29th June 2026**