

# Children's Work Coordinator



## About All Saints, Higher Walton & Holy Trinity, Hoghton

All Saints and Holy Trinity are two child friendly churches working together with a shared vision to grow and develop our work with children and families. The two parishes are on a journey to becoming one parish which will further strengthen the work already happening.

We already run many creative successful outreach events aimed at children and families including an annual summer holiday club and festival outreach events.

We have three congregations with a variety of worship styles and offer intergenerational worship in different ways.

Higher Walton and Hoghton are semi-rural villages situated between Preston and Blackburn.



## Purpose of the role

To work with our fabulous church volunteers to increase the number of children coming to faith, meeting Jesus as their saviour, growing in discipleship and attending church.





### Main aims of the role

- To grow the number of children attending and belonging to our church family
- Deepen and nurture the faith and discipleship of children
- To plant a new weekly worshipping congregation in our church school
- To create opportunities to nurture and disciple families on the journey of faith
- Support, recruit and encourage our volunteer team



<b>Role</b>	Children's Work Co-ordinator
<b>Accountable to</b>	All Saints, Higher Walton, Parochial Church Council
<b>Reporting to</b>	The Incumbent Rev Hannah Boyd
<b>Salary</b>	£26,000-32,000 according to qualifications and experience. A house is not provided with the post.
<b>Holiday entitlement</b>	28 days including statutory days. Our expectation is that the majority of these would be taken in school holiday time.
<b>Training entitlement</b>	The PCC will agree a per annum budget towards ongoing training once the training needs of the post-holder are established.
<b>Hours</b>	35 hours a week. Flexibility to fulfil the role, including some evening and weekend work, is required.
<b>Normal Place of Work</b>	All Saints, Higher Walton

<b>Duties / Objectives &amp; Responsibilities</b>	
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To maintain and develop his or her own spiritual life, faith and relationship with Jesus.</li> <li>• To pray for and with the children, young people and their families in our local community and church family.</li> <li>• To champion children, young people and their families in our local community and church family.</li> <li>• To grow our involvement and presence in all our local schools through regular assemblies and acts of worship and/or nurture groups.</li> <li>• To work alongside our ministry team developing and implementing our Mission Action plan, especially with a focus on under 11's and their families.</li> <li>• To assist with the recruitment, training, encouraging and supporting of voluntary leaders both practically and prayerfully. This will include building up the team through time spent together and identifying provision for any training needs.</li> <li>• To manage the budget for all activities and events</li> <li>• To grow our current children's provision</li> <li>• To build on and develop our existing links and relationships with our uniformed organisations</li> <li>• To take the lead on developing and growing our worshipping congregation specifically aimed at families</li> <li>• To develop and grow existing links and relationships with families of under 5's</li> <li>• To provide children with the tools and opportunities to share their faith.</li> <li>• To attend PCC and any other appropriate church meetings when requested.</li> <li>• To keep up-to-date all necessary administration and records, and to meet all safeguarding, statutory and legal requirements.</li> </ul>

<b>Person Specification</b>	
<b>Education and Training</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Five GCSE qualifications at Grade C or above (or Equivalent) preferably including English Language and Maths.</li> <li>• Evidence of safeguarding training completed to date</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• A nationally recognised qualification in children/youth work/ general ministry/ theology at degree or equivalent level or the willingness to complete this within an agreed timeframe</li> </ul>



		Criteria assessed by		
Experience		Application	Interview	Reference
<b>Essential</b>	<ul style="list-style-type: none"> <li>An active member of a Christian church with a personal living faith in the Lord Jesus Christ.</li> </ul> <p><i>*Given the nature and context of the work, it is an occupational requirement that the post holder should be a communicant member of the Church of England or a full member of a church within Churches Together in Britain and Ireland, in order to fulfil the main purpose of the post. This post is therefore exempt under Schedule 9 of the Equality Act 2010.</i></p>	✓	✓	✓
	<ul style="list-style-type: none"> <li>Experience of working within a team.</li> <li>Experience of leading and nurturing teams of volunteers.</li> </ul>	✓	✓ ✓	
<b>Desirable</b>	<ul style="list-style-type: none"> <li>First-hand experience of leading or co-ordinating activities for children.</li> </ul>	✓	✓	
	<ul style="list-style-type: none"> <li>Experience of working in a local church context.</li> </ul>	✓	✓	✓

		Criteria assessed by		
Knowledge and Skills		Application	Interview	Reference
<b>Essential</b>	<ul style="list-style-type: none"> <li>A clear understanding of children and principles of children's work, including reaching them with the gospel and discipling them.</li> </ul>		✓	
	<ul style="list-style-type: none"> <li>Working knowledge and commitment to safeguarding and promoting the safety and welfare of children/youth.</li> <li>The ability to provide relevant Biblical teaching in a range of settings.</li> </ul>	✓	✓ ✓	
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Excellent communication and people skills to connect and communicate with children and families</li> </ul>		✓	
	<ul style="list-style-type: none"> <li>IT literate, including use of social media and word processing.</li> </ul>	✓	✓	

		Criteria assessed by		
Qualities		Application	Interview	Reference
<b>Essential</b>	<ul style="list-style-type: none"> <li>Able to evidence an active devotional life, a consistent Christian character and a commitment to live and minister under the authority of the Bible.</li> </ul>	✓	✓	✓
	<ul style="list-style-type: none"> <li>Able to share the Christian faith in a way children can relate to.</li> </ul>		✓	
	<ul style="list-style-type: none"> <li>Able to show genuine desire and enthusiasm for leading children into a personal relationship with Jesus Christ.</li> </ul>		✓	
	<ul style="list-style-type: none"> <li>Able to relate effectively with a wide spectrum of people (i.e. adults, young people and children).</li> </ul>		✓	



	<ul style="list-style-type: none"> <li>• Able to communicate effectively in person and in writing.</li> <li>• Able to motivate self and others and to manage use of time.</li> <li>• Able to manage administration effectively, managing own diary and activities and recognising the importance of doing so.</li> <li>• Able to initiate and develop quality projects, groups and activities and adapt to changing priorities and circumstances.</li> <li>• Able to present a strong, loving Christian role model.</li> </ul>	✓	✓  ✓  ✓	
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Able to set and work to goals without direct supervision.</li> </ul>		✓	
<b>Other – Essential</b>	<ul style="list-style-type: none"> <li>• Commitment to engage in professional and spiritual development.</li> <li>• Access to appropriate transport for travel within the area.</li> </ul>	✓	✓	

#### Technical matters

- In accordance with Blackburn Diocesan requirements, All Saints, Higher Walton & Holy Trinity, Hoghton Church Parishes PCCs have adopted the diocesan safeguarding and safer recruitment policies.
- The role will be subject to a six-month probationary period.
- During the probationary period one week's notice of termination of employment will be required on either side, thereafter increasing to 4 weeks' notice.
- The post is subject to an enhanced criminal record check from the Disclosure and Barring Service.
- Note, this Job Description does not form part of your Contract of Employment.
- Right to Work Check: the successful candidate will need to provide documents to show their eligibility to work in the UK.
- Pension Information: a pension of 8% is applicable to this role, consisting of a 3% employer contribution and a 5% employee contribution.

#### Application details

Want to find out more? Visit our website: [allsaints-holytrinity.org.uk](http://allsaints-holytrinity.org.uk) or contact Rev Hannah Boyd 01772 335138 for an informal chat.

Closing date for applications: Friday 13<sup>th</sup> June 2025  
Interviews will be held on Monday 23<sup>rd</sup> June & Tuesday 24<sup>th</sup> June 2025

Application forms should be sent to: [revhannahboyd@gmail.com](mailto:revhannahboyd@gmail.com)

# ignite PROJECT

**The Ignite Project is making Jesus known and equipping the local church to fulfil the Diocese of Blackburn's ambitious vision to more than double the numbers of children and young people engaged in active discipleship to Jesus.**



With an awareness that employing a youth or children's worker is the biggest common factor to growth of youth and children's ministry, 30 youth and children's leaders will be strategically placed in parishes from July 2025 to **enable** more engagement with local young people, facilitate vibrant, faith-filled communities and programmes that **nurture** young people's spiritual growth,

and **disciple** those young people into deeper faith and integration into the wider church family. That parish that employs each Ignite Leader will share the vision and work together with the Ignite Project Leaders to reach growing numbers of children and young people with supportive and Spirit-filled ministry.



Ignite Leaders will receive training, mentoring, and access to formal ministry qualifications, building a network of passionate and dedicated youth and children's leaders across the Diocese. The Ignite Project seeks to catalyse growth and create lasting change, equipping churches to nurture faith and disciple future generations.

