

JOB DESCRIPTION AND PERSON SPECIFICATION

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| Job title: | Children, Youth and Families Strategy Delivery Officer (0.6 FTE) |
| Department: | Strategic Programmes |
| Reports to: | Head of Strategic Programmes |
| Key working relationships: | Head of Strategic Programmes Strategic Programmes team Diocesan Youth Officer Children and Youth Officer Apostolic Life Team & Parish Support Team Children's, Youth & Families Project Stream Board Education Team |
| 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

To ensure the delivery and execution of the Children, Youth and Families stream of the Diocesan Growth Strategy, working particularly with those parish projects that involve the appointment or extension of a Children and Families Worker or Youth Worker.

2.0 Principal duties

Establish new supported posts for youth and children's workers in parishes by:

- Work with parishes to develop proposals and project plans to enable children and young people to explore and develop their faith, with a robust missional pathway.
- Work with the Children & Families Youth Project Stream Board to assess and approve applications.
- Agree a Delivery Plan with the PCC of each agreed project.
- Work with the diocesan Youth Officer and Children and Families Officer to assist parishes in recruitment.

Gather learning from the supported posts/projects:

- Work with parishes to develop and administer a strong reporting framework.
- Gather learning to present to the Strategic Programme Board and other stakeholders.
- Undertake data analysis and apply learning to improve outcomes and delivery within the diocese. Share relevant learning with the wider Church of England.

Gather wider learning:

- Scrutinise existing and pioneering interventions within the diocese that demonstrate a growing track record for attendance of children and young people to church services.
- Explore pioneering children and young people interventions outside of the diocese (e.g. CCP within Diocese of Manchester)
- Work with the Youth Officer and the Children and Families Officer to develop the sharing of good practice for children's and youth work, including the development of training for both clergy and workers.

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 may be required to travel across the diocese and to meetings in London.

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.

Terms and Conditions

Place of work: The post is based at Church House, Hove with the option to apply to use the diocesan remote working policy for part of the week.

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 one months notice on either side.

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

Contract: Fixed term until 31st December 2030

Hours of work: This role is offered on a part time basis (0.6) of 22.5 hours per week which can either be worked over 3 days or flexibly through the week

Salary: £22,517 per annum (FTE £37,528).

Annual leave: A 0.6 pro-rata entitlement to 28 days of annual leave (of which 3 days must be used between Christmas and New Year), plus bank holidays and an additional 2 privilege days leave per year.

Pension: The successful applicant will either 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% or membership of the clergy pension scheme if already a member.

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 practising Christian.

PERSON SPECIFICATION

| Criteria | | Essential | Desirable |
|-----------------------------|--|-----------|-----------|
| Qualifications | Formal training or qualification in youth work, children's ministry, education, project management, or related fields | | √ |
| Experience | Experience of working within children's, youth or families ministry in a church, diocesan, or Christian organisational context | √ | |
| | Experience of developing, delivering, or supporting missional projects focused on children, young people, or families | √ | |
| | Experience of working collaboratively with parishes or church-based teams on project planning and delivery | √ | |
| | Experience of analysing information, monitoring impact, and using data to inform decision-making | √ | |
| | Experience in programme delivery or project management | | √ |
| | Experience of Safer Recruitment processes | | √ |
| | Experience of partnership working | | √ |
| | Familiarity with pioneering models of children's and youth ministry within the Church of England | | √ |
| Skills and Abilities | Strong project management skills including planning, monitoring and reporting | √ | |
| | Proven ability to manage multiple projects and maintain accurate reporting frameworks | √ | |

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| | Ability to assess parish contexts and identify potential for missional growth | √ | |
| | Strong written, verbal and interpersonal communication skills | √ | |
| | Ability to gather, interpret and present learning and data to stakeholders. | √ | |
| | Ability to build constructive relationships across diverse teams | √ | |
| | Strong organisational skills with the ability to prioritise and meet deadlines | √ | |
| | Ability to design or deliver training resources for children's, youth or family ministry | | √ |
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| Personal qualities | Commitment to the ethos and mission of the Church of England. There is a Genuine Occupational Requirement for the post holder to be a practising Christian under part 1 of schedule 9 of the Equality Act 2010 | √ | |
| | Passion for enabling children, young people and families to explore the Christian faith | √ | |
| | Proactive, self-motivated and adaptable approach | √ | |
| | Willingness to travel across the diocese for the purpose of the role and to work occasional during evenings or weekends | √ | |

Review Date: February 2026

Signature of Line Manager:

Signature of Employee:

Next Review Date: