



Leicester **Cathedral**
A beating heart for City and County

Children & Families Worker

Role Description

Position

Salary	£13.47 per hour
Tenure	Permanent
Hours	8 hours per week (some weekly variation worked on average over a month) including Sundays (in term-time) from 9.45am–12.45pm
Department	Worship and Learning <i>Responsible to</i> The Revd Canon Emma Davies, Canon Precentor <i>Accountable to</i> The Very Reverend Karen Rooms, Dean of Leicester
Base	Leicester Cathedral on Sunday mornings, and other hours from the Cathedral offices at St Martins House
Other	Flexibility required to support occasional evening and weekend events/meetings
Funding	Cathedral Chapter



Our values



About the role

The Cathedral has contact with children both through our choirs and through our congregations (including choir siblings). We also welcome school groups during the week and these visits are overseen and delivered by an Education Officer.

The role of the Children and Families Worker focuses on the provision of high-quality children's work to assist with children and their families coming to a deeper sense of belonging at the Cathedral, and to help them grow in their Christian life, faith, and practice. This work is mainly focused through **Junior Church** (Key Stages 1 and 2) which runs concurrently with the Sunday service at 10.30am, however it also extends to other *ad hoc* activities such as occasional workshops, family-oriented services, or Messy Cathedral-style events at Christmas, Easter, or other celebrations. We believe that children have valuable things to say about faith and want to enable children's voices and wisdom to be heard in our wider Cathedral community.

Junior Church has been well-developed in recent years and there is a small team of dedicated adult leaders. The new Children and Families Worker will build on the foundations laid down, supporting existing leaders and seeking to grow the team with additional leaders to co-lead the work. It would be good to appoint someone who is energised by working with older children (end Key Stage 2, beginning of Key Stage 3) as well as younger children and has a heart for enabling children to help in the planning of Junior Church work.

During term time Junior Church requires approximately three hours (i.e. set up, delivery, and clear up), enabling another five hours to be used in planning and development. Ideally, these hours should be worked from the Cathedral Offices adjacent to the Cathedral.

During non-term time, when the group will generally not meet, the hours can focus on the provision of weekly worksheet packs, the pastoral contact with families, and the development of helpers and leaders for the delivery team.

We have noticed and wish to celebrate that we have children and families from many different backgrounds with a large proportion of our children now coming from UKME backgrounds. A Children and Families Worker who can be a role model with these children and families would be especially welcomed. The Cathedral with our Diocese of Leicester is committed to our Diocesan Race Equity Strategy to help ensure the greater diversity of the Church as the community of all God's children.

This post will require a satisfactory enhanced DBS clearance, and the postholder will be required to undertake appropriate Church of England Safeguarding training.

This post also requires a person who is a practicing Christian and so it is subject to an Occupational Requirement Exception under the Equal Treatment Framework Directive.



The leaders of **Junior Church** asked the children what they wanted from a new Children & Families Worker and what they want in Junior Church.

These were their responses:

What do you want in a new Junior Church leader?

Manners
Sense of humour
No horrible jokes!
Fun
Kind and caring
Good taste in food
Helpful
Friendly
Hopeful and happy
Knowledge of Bible – help us to understand
Understanding

What would you like at Junior Church?

Craft
Word searches
Eating
Games
Colouring
Reading the Bible
Plants
Parachutes
Going outside – bubbles!
Fun/activity days
Children planning sessions – with help



Key Responsibilities

- Plan a termly programme for our Sunday morning Junior Church with a lectionary-based learning and engagement curriculum
- Identify and plan occasional workshops for children (or children and families), building on seasonal work and Messy Cathedral which has happened previously at the Cathedral
- Liaise with the Canon Precentor to ensure appropriate participation and interfaces with the wider worshipping community
- Provide children's packs of activities for the Sundays during school holidays when the group will not be running
- Contribute to seasonal planning for worship and activities when appropriate
- Identify possible people to become helpers and leaders in these activities to create a diverse leadership team
- Ensure new helpers and leaders are recruited safely
- Engage and consult with parents periodically to ensure good feedback and listening with families
- Meet with families, where appropriate, in relation to the development of our children's work
- Maintain attendance and appropriate pastoral records
- Conduct appropriate risk assessments for these activities in conjunction with the Head Verger
- Ensure safeguarding regimes are upheld and a culture of safeguarding embedded throughout this work
- Attend quarterly pastoral team meetings and adhere to Cathedral policies and practice with regards to safeguarding including good record keeping
- Provide information to be shared via our social media, website, and other communications
- Develop a marketing plan for our children's activities in consultation with our Marketing and Branding Officer



Key Outcomes

1. Contribute to the growing sense of commitment of children and their families within Cathedral life
2. Ensure children have opportunity to develop in faith including through Admission to Holy Communion and Confirmation
3. Ensure a healthy and growing team is developed to support our children's work
4. Develop the children's work so that it helps to attract more children and their families
5. Contribute to our overall current priorities of focussing on worship and building relationships

Key relationships

The post holder will work independently, but will also collaborate with the Discipleship Officer and other staff/ volunteers as necessary.

There will also need to be good communication between the Verger team and other senior members of Clergy.



Person Specification

We want to be surprised by who might apply to this role. The following tries to note some of the skills that someone could bring.

If you feel called to apply, or feel experienced and skilled to do so, or you are intrigued to explore this role in a place like Leicester, then please complete an application. None of us comes fully formed into these roles and this is a place where we grow as people, helping each other to acquire new skills and to discover new gifts.

This job description is an operational document that does not form part of the contract of employment. It may be that from time to time the Children & Families Worker is asked to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day-to-day performance of their duties. Leicester Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Criteria	Skills	Essential	Desirable
Qualifications	Qualification in children's work or teaching Evidence of continued development in the area of children's work	✓	✓
Knowledge and Experience	At least 2 years' recent experience in the field of Christian children's work (voluntary or paid) A practising, worshipping Christian with a maturing faith Experience of working with people of diverse backgrounds and cultures Experience of worshipping or working with cathedrals and/or Church of England churches (paid or voluntary)	✓ ✓ ✓	✓
Skills and Competencies	Highly organised with excellent planning, time management skills and the ability to re-prioritise, problem solve, and find creative solutions Loves working with children Understanding of how children play, learn, and grow in faith Competent in using social media applications Able to adapt and be flexible to changing demands Self-starter, highly motivated and committed to the growth and development of children and their families in the church	✓ ✓ ✓ ✓ ✓ ✓	

Communication	<p>Excellent interpersonal skills with people at all levels and from diverse backgrounds</p> <p>A team player with the ability to motivate others and work collaboratively in an approachable and constructive manner</p> <p>Ability to demonstrate care, common sense, and courtesy in dealing with others</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Values and Behaviours	<p>Commitment to and focused on quality, proactive, and promotes high standards in all they do</p> <p>Able to make a connection between their work and the wider objectives of the Cathedral</p> <p>Consistently thinks about how their work can support the Cathedral's priorities</p> <p>Professional, calm, and efficient manner, and honest</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Equality, Diversity and Inclusion	<p>Understanding of and commitment to equality of opportunity including that we have Christians from very different backgrounds and with very different understandings</p>	<p>✓</p>	
Other	<p>An awareness of data protection and data management requirements</p> <p>Willing and able to work flexibly</p> <p>Willingness to uphold Cathedral policies, including a commitment to Safeguarding</p> <p>To embody, promote, and further the Cathedral's aims, values and mission</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>



How to Apply

To apply for this position, please send a completed **application form** available from the Cathedral website (leicestercathedral.org/vacancies) along with a **covering letter** (of no more than two sides of A4) that demonstrates how you meet the criteria and skills set out in the Person Specification (CVs alone will not be accepted).

Applications should be sent by **email** to:

Elly.Childs@LeicesterCofE.org

Completed applications are required by

5.00pm on Friday 21 February 2025

Shortlisting will take place in the following week.

Interviews will take place on Sunday 16 March 2025.

Full details of the interview process will be provided to short-listed candidates nearer the time.

For an initial confidential discussion about the role, please contact **Emma.Davies@LeicesterCofE.org** by email.

Terms and Conditions

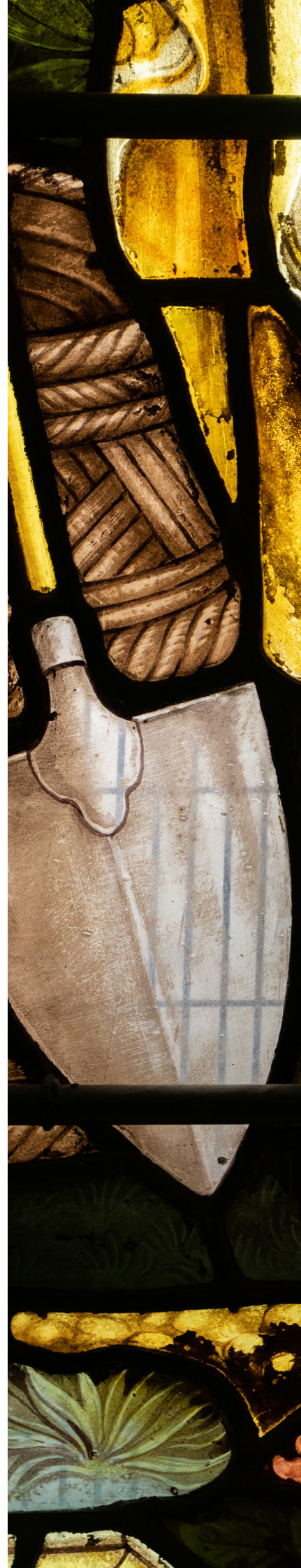
Disclosure and Barring Service (DBS)

Formerly known as Criminal Records Bureau (CRB)

This post requires an enhanced disclosure by the DBS, which is regulated by statute. Failure to disclose details if you are currently / or in the future the subject of police investigation / proceedings which could result in a conviction, caution, bind over order or charges is a disciplinary matter, and may result in dismissal.

Safeguarding Children and Vulnerable Adults

The post holder is responsible for safeguarding the interests of children and vulnerable adults who they come into contact with during their work. To fulfil these duties, the post holder is required to complete Church of England training and development, including recognising the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report on concerns that they may have.





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Stained glass window and back cover: Will Johnston

All information is correct at the time of printing

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