



JOB DESCRIPTION

Job Title: Children's Pastoral Assistant

Employer: Holy Trinity PCC

Work base: Holy Trinity Clapham and Trinity House Clapham (staff offices)

Hours: 30 hours per week (this will include Sundays), negotiable

Salary: £20k to £27k FTE (based on experience)

Reports to: Children's Pastor

Background

Holy Trinity Clapham is a vibrant Anglican church on Clapham Common that has an inspiring past and an exciting future. We are designated a Resourcing church in the Diocese of Southwark. Our vision is to see **every life bear fruit for Jesus**, and that truly means every life.

Our vision at Holy Trinity Clapham is to see every life bearing fruit for Jesus. We want to see this happen through trusting Jesus, transforming lives, and growing the church. We have four Sunday services with an average Sunday attendance of 700 adults and children.

Purpose of this role

This role supports our vision to see more children living lives as fruitful followers of Jesus. You will be a member of the Children and Youth team, working with others to deliver exciting, events, sessions, and work. This role is ideal for an enabler as you support the wider team. This is then balanced with the opportunity to work with the Children's pastor to shape and create the 0-4s ministry.

Children and Youth Team

Our children's ministry has a great foundation with between 200 and 250 children across Sunday and midweek groups.

There are currently a team of about 70-90 volunteers across the breadth of the Youth and Children ministry, which includes Sunday leaders, midweek leaders and youth mentors.

Responsibilities

- Oversee, **plan and lead 0-4s ministry in Sunday services**, implementing the Children's Pastor's vision, working to foster relationships with the children and parents.
- **Plan and deliver midweek groups**, activities, courses, and events aimed at 0-4s, such as Trinity Babies and Trinity Toddlers.
- Work with Senior Leaders and Children's team to **plan and organise events**, meetings, and services. Your focus will be the logistical planning and running. These including: the annual Church Weekend Away, Summer events, and the Light Party.
- Support the Head of Children and Families with day-to-day **oversight of the Children and Youth budget** – including procurement of materials and equipment.
- Ensure that children and **volunteers** are accurately registered on ChurchSuite and that the database is kept up to date.
- Have **oversight of volunteer rotas** on behalf of the team, ensuring we have enough volunteers to meet DBS ratios and safety standards.
- Support **the wider team during times of pressure** with additional administration demands including creative session planning, communication with parents and volunteers, and ChurchSuite.

Character qualities

- **Christian character:** You are a practicing Christian with a heart for Jesus, a desire to grow in faith and in agreement with the vision of the church. You have a vibrant and deepening relationship with Jesus Christ, resourced from a personal discipline of prayer and God's Word and empowered by God's Spirit, which results in a desire within you to influence the world around you for Jesus.
- **Personal passion:** You are passionate for children to come to faith in Jesus and grow in their relationship with him. You see children's ministry in the church as a core part of the mission of the church.
- **Respect:** Treats all colleagues with respect, irrespective of background, role and viewpoint, and sets the expectation of the same behaviour from all team members.
- **Commitment:** Demonstrates high levels of commitment and flexibility; is willing to lay down personal projects for the good of the team. Remains gracious under challenge and always remains constructive.

Essential skills

- Previous experience working with children;
- High administrative ability in organising a large team of volunteers;
- Excellent written and verbal communication skills;
- Proficient with Microsoft Office (Word, Excel, Powerpoint).

Desirable skills, experience & knowledge

- Experience leading large teams of people.
- Demonstrated experience of working with competing priorities and managing the administrative needs of that.
- Experience of working in a church environment
- Previous use of ChurchSuite.

Additional Details and Requirements

It is a Genuine Occupational Requirement (GOR) of the post, in accordance with the Equality Act 2010, Schedule 9, Part 1 S.3, that the post holder will be a Christian in full sympathy with the aims and ethos of Holy Trinity Clapham's purpose and mission. Your personal spiritual growth and renewal is important, and we will endeavor to support this including facilitating your ability to attend conferences and other events that will deepen your discipleship.

- The post is subject to an enhanced DBS check.

To apply, please send your CV and a cover letter describing how your skills and experience meet the requirements to: admin@holytrinityclapham.org