



Children's Support Worker Job Description

September 2026

Introduction

This role supports the parish's Children's Ministry Leader in nurturing the faith, belonging, and spiritual growth of children in the parish. The position is designed for someone who enjoys working with children, can contribute to creative and engaging ministry environments, and is able to take initiative within a supportive team structure. While the role is small in weekly hours, it plays a meaningful part in shaping the discipleship of children and strengthening the wider ministry. It also includes taking a lead in planning and running the parish's holiday programmes and activities.

Alongside the Children's Support Worker role, there is also the opportunity to participate in a young adult/student flat of up to four residents, contributing to a wider culture of discipleship and community life.

Kendal House

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Role Description

The Children's Support Worker assists the Children's Ministry Leader in delivering weekly children's ministry activities, assisting with special children's events, and takes primary responsibility for planning and leading either school holiday programmes or an after school club (to be explored and decided with applicant). The role focuses on hands-on ministry, preparation, and leadership, with minimal administrative expectations.

Hours:

Part-time: 5 hours per week average

Reports to:

Children's ministry Leader and Vicar

Functional Relationships:

The Children's Ministry Leader, Vicar, Wardens, Vestry, children and their parents, Volunteer Leaders, other staff and ministry leaders, Children and Young Person's Safety Officer (CYPSO), Diocesan Children's Enabler

Primary Tasks:

- Support the Children's Ministry Leader in planning and delivering weekly children's ministry sessions.
- Plan and lead either holiday programmes or after-school club (to be decided), with oversight and support from the Children's Ministry Leader. *Leadership support from the intermediate's youth worker.*
- Build warm, supportive relationships with children and model Christlike character in all interactions.
- Help create safe, welcoming, and engaging environments where children can grow in faith and feel a sense of belonging.
- Assist with simple, practical tasks (set-up, pack-down, materials preparation) with minimal administrative responsibility.
- Ensure all activities comply with parish safeguarding, police vetting, and health & safety requirements.

Secondary Tasks:

- May be called upon at times to support the youth ministry as an extra leader.

Qualifications

- Committed disciple of Christ (Christ-centred and Spirit-led) and a positive Christian role model
- Committed to a team approach to ministry
- Able to relate to and communicate well with children
- Able to equip and empower a team of volunteer leaders (for holiday programs)
- Communicates clearly with children, parents, colleagues and the wider parish
- Self-starter and able to work without direct supervision
- Manages time and resources effectively

Place of Work

Due to the nature of the role, it is expected that the majority of work will take place at St Timothy's Church. An office is available on-site; however, the parish accepts that certain planning and administrative activities may occur at home.

Work Materials

If required, the parish will give access to a shared computer. All parish-related printing and office supplies are provided. Children's ministry materials should be purchased using the Children's Ministry budget, in consultation with the Children's Ministry Leader.

Supervision

The parish has a policy of regular supervision of this role by the vicar or someone appointed by the vicar.