**DIOCESAN BOARD OF FINANCE**

Job Description and Person Specification

|  |  |
| --- | --- |
| **JOB TITLE** | **Senior Adviser for Children, Young People and Families**  |
| **REPORTS TO** | Diocesan Director of Education |
| **SALARY** | £43,179 per annum ( £21,589 pro-rata) |
| **HOURS** | 17.5 hours (0.5) with flexible working considered |
| **DURATION** | This is a fixed term contract of 3 years and a part time role |
| **LOCATION**  | Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU.The contractual location will be our Diocesan office in Stoke Gifford, however there will be an opportunity to explore and agree hybrid working arrangements which strike the right balance for the role holder and the Diocese. There may be the occasional need for out of normal office hours working (e.g. to attend events), for which time off in lieu will be granted. The role may involve travel throughout the Diocese Travel expenses will be reimbursed in line with the Diocesan Expenses Policy |

|  |
| --- |
| **JOB SUMMARY** |
| * A member of the Education Team supporting Education and Children, Young People and Families (CYPF) work
* Lead the CYPF Strategy
* Lead the development of church and school relationships, CYPF training and oversight of spiritual development and discipleship
* Supporting ministers and those working with children, young people and families to grow provision
 |

|  |
| --- |
| **KEY RELATIONSHIPS**  |
| * Directors of Education and Mission & Ministry
* The Education team
* Headteachers of the Diocese
* Ministers of the Diocese
* Children, Young People and Families workers
 |

**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

|  |
| --- |
| **MAIN RESPONSIBILITIES**  |
| **Support parishes to plan, organise, start and sustain their ministry with Children, Young People and Families** * Work with specific ministers, congregations, and groups of churches to support them to imagine and plan their parish visions and actions for building faith with Under 18s, encouraging connection, faith exploration and discipleship for the benefit of children, young people and their families
* Work with the existing Education and CYPF team and Transforming Church Together (TCT) appointments to develop a planned programme of parish support for CYPF
* Collaborate with the Archdeacons, Mission and Ministry Team, TCT implementation Team, and all parts of the Diocesan Support Services to ensure that ongoing vision, strategy and work prioritises and addresses the needs of CYPF
* Use previous experience and understanding of local Bristol diocese contexts to encourage ministers to prioritise their work and time with CYPF.
 |
| **Strengthen and further develop Church and School Partnership for the flourishing of children and young people** * Work with others to build positive and sustainable partnerships between schools, churches and the households with whom they are both engaged, for mutual support, joint activity and discipleship
* Align with and communicate the national Growing Faith vision of church-school-home partnership and opportunities for faith development of Under 18s within the diocese
* Bring expertise on school leadership, parish ministry and discipleship of young people to enable clergy and ministry teams, headteachers in church schools and schools without religious designation, and key contacts in secular and faith organisations to engage families and parents in the Growing Faith vision
* Working with colleagues, explore the enablers and barriers to flourishing CYPF ministry in order to develop opportunities for flourishing partnerships. This will involve engagement with parishes, ministers, headteachers, church school workers, volunteers, existing providers, Growing Faith Foundation and SW leadership and DSS directorates in the Diocese
* Work closely with the Strategy Enabler and her broad range of contacts to develop a delivery model to support the development of context specific discipleship pathways. This may include signposting and running training events and networks for potential and existing leaders and workers with children, young people and their families with diverse churches, schools and other expressions of ‘church’ such as those focusing on wild areas outside, worshipping communities in school such as ‘Flourish’ or in outside areas, or those focusing on environment care or social and racial justice.
* Advocate for the value and impact of church schools and school/trust based spiritual development activities as a critical part of supporting the diocesan vision to ‘Follow Jesus, Serve others and Transform Communities’.
 |
| **Lead the CYPF Strategy and advocate for the Education Team & Diocese of Bristol*** Lead the CYPF Strategy within the Education team including TCT workstreams and wider work
* Work closely with, share expertise and line manage the Strategic Enabler and new CYPF team members as required.
* Advise the Directors of Education, Mission and Ministry and wider Diocesan Board of Finance teams on matters regarding faith development of children and young people in the church
* Ensure relevant CYPF budget is managed effectively to maximise effectiveness
* Be the Bishop’s Consultant for Communion before Confirmation
* Keep up to date with current research and thinking and contribute to national thinking and direction in work with CYPF, from Christian and secular organisations and the wider Church of England. Support and communicate with other colleagues in the Education and Mission and Ministry teams as relevant to ensure members understand and support this work, such as with conferences, participating in team meetings, providing training and electronic calendar sharing
* Act in such a way that at all times you safeguard the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to the Diocese of Bristol’s Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training

A clergyperson holding this post may only exercise ordained ministry whilst holding a current licence or Permission to Officiate from the Diocesan Bishop with the requisite levels of DBS clearance and Safeguarding training in place and up to date. |

The current main duties and responsibilities of this post are outlined in this job description.

The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post level of accountability and whenever reasonably instructed.

|  |
| --- |
| **SENIOR ADVISER FOR CHILDREN, YOUNG PEOPLE AND FAMILIES PERSON SPECIFICATION**To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description. |
| Attributes | Essential  | Desirable  |
| Experience  | * Experience of engaging with the breadth of traditions within the Church of England, having worked closely with ministers and understanding of the local Bristol diocese churches context
* Experience of engaging with headteachers and senior leaders and growing strong partnership between churches and schools
* Understanding of Bristol diocesan schools context and national education context
* Experience of working within the Education sector
* Experience of skilled networking between different groups and organisations
* Experience of delivering projects for children and young people
 | * Experience of fundraising and grant applications
* Worked within Church of England structures and governance
 |
| Education/ Qualifications  | * A qualification at degree level in an area related to education, and/ or ministry
* Good knowledge of current research in the Growing Faith and CYPF fields
 | * Licensed lay minister, clergy, theological educator or senior school leader
* Contributing to the body of research evidence and good practice in CYPF work
 |
| Skills/ Ability  | * Ability to form and deliver training courses and events in relation to CYPF faith development and discipleship which meet the needs of specific groups engaging with CYFP
* Understanding of how church of England structures are set up and work
* Good IT skills, familiarity with Microsoft Office programmes, excellent personal organisation
* Excellent interpersonal skills
* Good oral and written communication skills, able to represent the Diocese at all levels, able to work within policy frameworks
* Proven ability to lead, manage and work collaboratively in teams
 | * Proven ability and desire to communicate to children and young people about the love of God
* Proven ability and desire to communicate to diverse church congregations and ministry teams
 |
| Personal  | * Familiarity with how children and young people are formed as people and formed in faith
* Ability to manage multiple projects and constant change simultaneously
* Respectful and comfortable with the Christian ethos and objectives that underpin our work
* A person of integrity, who is able to build healthy working relationships across a range of different structures and teams
* A strategic and systematic thinker and planner
* A person committed to the engagement of children, young people and families in the life of faith
* A committed faith that sustains in their everyday life
 | * Experience of navigating complexity and journeying through conflict
* Experience of motivating others to change culture
 |

**Date: July 2025**