

Job Description

Children, Youth and Families Project Adviser (maternity cover)

Background

The Parish Support Team is made up of the staff and volunteers of a charity called the Norwich Diocesan Board of Finance Ltd (NDBF). The core purpose of the charity is to serve the local parish mission and ministry of Church of England churches, schools and chaplaincies across Norfolk and Waveney, collectively referred to as the Diocese of Norwich.

The Parish Support Team currently operates from Diocesan House in Easton on the outskirts of Norwich, offering a broad range of services across the diocese that support and encourage colleagues working in local parishes. The main areas of work include direct support for local mission and ministry; and indirect support including areas such as finance, GDPR and data, communications, and safeguarding services.

Ethos and Values

The way we work in the Parish Support Team is as important as what we do, and we are committed to:

- Proactively promote and demonstrate our Diocesan Vision, Christian ethos and values in all aspects of work.
- Treat everyone as a valued individual with kindness and respect.
- Promote and demonstrate a culture of continuous improvement and development.
- Work collaboratively with all colleagues in the Parish Support Team.

Purpose of the role

To coordinate projects in support of Children, Youth & Families work in church and school contexts, co-ordinate the Diocesan Resource Centres, plan and deliver the annual programme of training and networking events and support the Growing Younger Lead. This is very much a public-facing and relational role- for example you will be the 'face' of CY&F for clergy, parishioners and teachers who use the Resource Centres, when visiting churches and will work alongside the Development Officer and on your own at events all over the Diocese.

Key working relationships

Line manager	Growing Younger Lead
Positions managed	None
Internal	Children Youth and Families Task Force Parish Support Team Colleagues Clergy and lay workers/volunteers
External	Church of England Growing Faith Foundation/NCIs Church of England Diocesan Youth Officers & Children's Work Advisors Voluntary Norfolk Local youth and children's charities (e.g. Youth for Christ, Raise. YMCA) National youth and children's organisations (e.g. BRF, Bible Society, Prayer Spaces in Schools)

Main duties and responsibilities

1. Strategic Development and Leadership

- Project manage initiatives supporting Children, Youth, and Families (CYF) mission and ministry, offering consultancy and advice.
- Plan and deliver an annual program of training and networking events in collaboration with colleagues in the CYF Team.
- Support the embedding of CYF mission and ministry into all aspects of Diocesan planning, strategy and work by being an advocate for the voice of children and young people and championing decisions and actions which deliver on the Church of England's 'Growing younger' priority.

2. Collaboration and Networking

- Be the primary Diocesan contact and coordinator for agreed projects, e.g. Godly Play, Open the Book, Messy Church, Prayer Spaces in Schools and Bubble Church.
- Build and manage relationships with external organisations, contributing to national initiatives and enhancing diocesan mission and ministry planning.
- Lead on and be the key Diocesan contact and co-ordinator for missional work with Under 5's.
- Advise churches (employed and voluntary workers) on implementing and enhancing the use of projects such as Godly Play, Open the Book, Messy Church, Prayer Space in Schools, Bubble Church and working with Under 5's.
- Contribute to the development of template policy documents to support churches setting up and running groups – leading on toddler and children's group policies.
- Work collaboratively with Parish Support Team colleagues, and fellow Mission and Ministry team members in particular, to deliver the Vision & Priorities and agreed strategic objectives.

3. Training and Development

- Conduct visits and arrange networking events to support churches in developing and delivering mission plans focused on CYF.
- Lead and participate in various training and networking events, contributing to clergy and lay development and delivering creative activities for events.

4. Resource Management

- Manage the operation and marketing of resource centres, including online library systems and resource procurement.
- Develop and maximise access to template policy documents that assist churches in setting up and running activities and programmes.
- Co-ordinate the operation of the resource centres at Diocesan House, St John's Loddon and Gaywood (visiting when necessary), including maintaining an online library lending system, investigating and purchasing resources, overseeing any volunteer worker.

5. Communication and Promotion

- Contribute to team communications and key publications by writing, editing, and sourcing content.
- Maintain awareness of local and national good practice that can be shared to equip and inspire.
- Promote the role of children and young people within church life through various channels, including social media, regular emails and website content.

6. Events

- Project manage the events undertaken by the team, being the primary point of contact with external contacts.
- Manage event budgets, with appropriate signoff permission
- Plan, develop and oversee day and residential events for children, young people and families in the Diocese.
- Monitor and review the effectiveness of events.

7. Administrative Coordination

- Share general administrative tasks for the CYF Team, responding to enquiries, and ensuring effective systems for administration, monitoring, and feedback.
- Manage event budgets and process financial transactions, adhering to the NDBF Finance Handbook.

9. Safeguarding and Representation

- Actively encourage and support an effective safeguarding culture and practice in CYF activities across the diocese.
- Represent the Diocese at training days and events, actively promoting the Parish Support Team and Diocesan initiatives for children, young people, and families.

- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of your position.

Person Specification

	Essential	Desirable
Qualifications and Experience		
Working with children, young people or families, including in a church setting	X	
Demonstrable experience of successfully managing projects from conception to completion	X	
Experience of using databases	X	
Experience of setting up and implementing effective administrative systems to support new projects and services		X
Knowledge and Skills		
Demonstrable understanding of safeguarding and child protection principles and commitment to promoting the welfare, safety and dignity of children, young people and vulnerable adults, maintaining professional boundaries at all times	X	
Good communication skills, both written and verbal	X	
Good interpersonal skills and the ability to deal with people at all levels	X	
Able to inspire through public speaking and giving presentations	X	
Excellent IT skills, using Microsoft Word, Outlook, Powerpoint and Excel	X	
Excellent attention to detail, accuracy and thoroughness in all aspects of the work	X	
Good record keeping skills and the ability to work methodically	X	
Design and marketing skills		X
Worshipping member of a Christian community	X	
Personable Attributes		
Effective administrator and communicator	X	
Able to work under pressure to meet targets and deadlines	X	
Calm and professional disposition	X	
Self-motivated, positive and enthusiastic	X	
Able to respond effectively to changing priorities	X	
Able to manage a high volume workload	X	
Able to work effectively without supervision	X	
Willing to accept responsibility	X	
Logical and systematic in work processes	X	
Committed to supporting the aims and approach of the Church of England in promoting the Christian faith through the local church	X	
Availability		
Willingness to work outside office hours of 9am-5pm. The role involves attendance at meetings and events at a range of venues around the county, some on weekends, early mornings or late evenings, as well as the ability to be away from the Diocese occasionally on residential activities. Notice will be given of these and time off in lieu is available.	X	
Current driving licence and have a car available for travel throughout Norfolk	X	

There is an Occupational Requirement under the Equality Act 2010, section 1 schedule 9, that the successful applicant will be a practicing Christian.

Appointment will be subject to an enhanced check via the Disclosure and Barring Service and all applicants will be expected to work within schools' and Diocesan policies and procedures.

Summary of Terms and Conditions

Role	Children, Youth and Families Project Adviser (maternity cover)
Hours	Part time - 21 hours per week
Pension	Enrolment in the NDBF defined contribution scheme a contributory scheme with a 5% contribution by NDBF and 3% by the employee, plus in-service life cover.
Annual Leave	Pro rata of 25 days plus 8 public holidays, plus fixed days between Christmas and New Year. Pro rata of 3 additional days after completion of 5 years' service.
Term	This is a fixed term role for one year to cover maternity leave (approx. August 2026 – July 2027). Probationary period will be 6 months.
Notice Period for both employee and employer	1 month notice during probation period, 1 month afterwards
Expenses	Working expenses are paid at the Diocesan rates
Base	Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES You may also be required to work at other locations within the Diocese of Norwich in line with the requirements of your role. Hybrid Working may be considered (up to a maximum of one day working from home for those working three or four days per week and two days for those working full time).
Contract	The contract of employment will be with the Norwich Diocesan Board of Finance (NDBF)
Status	The successful applicant will need to show proof of right to work in the UK and an enhanced DBS check before taking up the post.

This job description is not an exhaustive document but is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd.