

Dear Prospective Applicant,

Thank you for your interest in the Kids' & Community role at St Mark's Church, Kensal Rise!

Since Autumn 2024, we've been praying for the right moment to appoint someone to this role—and we're excited to say that we now have funding for a three-year post. If you are passionate about helping children and families go deeper in faith, and have the experience to develop new ministries and projects then we might have been praying for you!

St Mark's is a warm, growing, and diverse Anglican church serving Kensal Rise and Harlesden. Our parish is small, but over 1,000 children attend three primary schools and a large nursery within a mile of our church. Each Sunday, we welcome around 40 under-12s to church, with many more children engaging through our toddler group, assemblies at the church school, and special events through the week.

We believe God is calling us to go deeper in our ministry to children and families by becoming:

- A joyful home for children, where they are known, loved, safe, and taught the way of Jesus
- A blessing to local schools, through partnership, presence, and pastoral care
- Good news to families in hardship, offering practical help and compassionate outreach

If that vision excites you—and you have experience in children's ministry, school work, or community outreach—we'd love to hear from you. You'll be supported by an experienced staff team and over 30 committed volunteers. We also want this role to work for you, so we're offering flexible hours and are open to shaping the job around your strengths and other commitments.

To apply, please read the attached Job Description then send i) a CV and ii) the application form, highlighting how your experience fits the role and Person Specification, to [admin@stmkr.org](mailto:admin@stmkr.org). The application deadline is October 4th at 5pm, and we hope to interview between October 7th and 17th. If you have any questions or would like to talk informally, feel free to email me directly at [Dave@stmkr.org](mailto:Dave@stmkr.org).

With every blessing,

Dave Roberts  
Vicar, St Mark's Kensal Rise

# Job Description: Kids' & Community Worker

## Role Summary:

**Key Objective:** To encourage the children and families in Kensal Rise and Harlesden to go deeper in their faith by

1. Leading the team which delivers excellent Sunday Kid's groups; and potentially,
2. Building relationships and launching a community project to support schools and families in our parish.

Over time we hope that these projects might allow for the launching of a new worshipping community in the church. We hope that this would be exciting to a potential candidate and that the role might extend to include such a worshipping community (this is, however, not part of the current job description).

**Responsible to:** The PCC of St Mark's Church

**Line Managed by:** Vicar (or Church Wardens during vacancies)

**Working Hours:** Between 14-18 hours a week depending on the fit to the 'Additional Community Opportunities' outlined below (we hope that this role might expand in the future). We offer a flexible working pattern with core hours on Wednesdays and Sundays.

**Location of work:** We value flexibility, but most work is from the St Mark's Church office.

**Contract Type:** 36-month fixed-term contract, renewable subject to funding & review

**Salary:** £27-32k per year FTE (based on experience) pro-rata'd

**Start Date:** October 2025 (negotiable)

An application *must* include the Core Responsibilities outlined (14 hours per week total), and *might* include the Additional Community Opportunities (initially 4-hours per week).

# Core Responsibilities – (12 hours per week)

## 1. Oversee Children's Sunday Worship

- Develop curriculum for outstanding Sunday Morning kids' groups 3 times per month during School term time (Explorers - Key stage 1; Adventurers - Key Stage 2); this should usually relate to the preaching series of the church.
- Lead and support volunteers across Sunday groups (Creche, Explorers, Adventurers), including recruitment, onboarding, training, and forming community among volunteers. This will include managing rotas and teams as well as ensuring safeguarding best practice and termly or annual meetings [note: it is not a requirement of the role to lead one of these groups every week]
- Integrate children meaningfully into the wider church life and services, especially for all age services. 10 services a year are all-age services and you will be central to planning these services with a team.
- Ensure everything is prepared for Sunday Children's church and the leaders are prepared to succeed with check-in and running of the group. This includes looking after craft supplies and communicating with the team.

## 2. Oversee our kids' outreach events

Plan, recruit, and execute a range of regular, well-attended Kid's events including:

- Light Party (31<sup>st</sup> October),
  - Crib service (24<sup>th</sup> December),
  - Family Hour at the Cross (Good Friday)
- Support of the weekly Parents and Toddlers group to befriend and connect with parents.

## 3. Contribute to the life of the St Mark's team (2 hours per week)

- Attend weekly team-time, and regular one-to-one meetings with your line manager (once per fortnight)
- Stay up to date with mandatory Safeguarding training, and helpful training for professional development
- Submit reports to our PCC (trustees) for the annual report and once a year at a PCC meeting

*note:* Participation in regular activities outside of core hours is encouraged but not necessary nor part of paid core hours. Examples include prayer meetings, small groups, and other fellowship groups.

# Additional Outreach Opportunities

## Lead Schools and Community Engagement (Initially 4 hours per week)

*In Term-time:* We want to offer the services we give to our church school (Princess Frederica) to the other primary schools in the parish. To do so we need someone who can:

- Build and maintain trusted relationships with local schools including Kenmont, Furness, and College Green schools.
- Lead regular school assemblies and coordinate church-based services and visits, including working with volunteers to support.
- Be open to partner with schools in emerging opportunities as they arise, including RE curriculum.

*Once per Holiday:* We want to expand our relationships with local schools and use the success of the 'Love Christmas' food project to launch a regular holiday lunch club. We hope to run a pilot using the Make Lunch project and build up during 2026. To do so we need someone who can:

- Launch and run a Make Lunch holiday club with food, fun, and faith-based hospitality.
- Coordinate volunteers, ensure safeguarding and food standards are met.
- Welcome and build relationships with vulnerable and isolated families who come and organize activities for the children.
- Actively signpost guests to relevant support and agencies for their family wellbeing

# Person Specification

## Faith Requirements

- It is a genuine occupational requirement that this role be filled by someone of active Christian faith; we seek a mature and growing disciple of Jesus - committed to prayer, Scripture, and working in the power of the Holy Spirit
- Passionate about helping children and families grow in faith in Jesus
- Aligned to the vision and values of St Mark's Church

## Qualifications and Experience

### *Required::*

- Recent experience of working with children (which could be in a church or non-church context) in a professional capacity or as a significant volunteer leader
- Experience of recruiting and leading motivated teams of volunteers or delivering a team project
- Experience of setting a positive culture in your area of leadership and managing disputes and unforeseen issues

### *Desirable:*

- Formal theological or children's ministry training
- Experience of community projects as a volunteer or leader
- Professional Safeguarding experience
- First aid training

## Skills and Personal Qualities

### *Required:*

- A gifted communicator, especially with children and parents
- An organized, self-motivated person who can proactively manage priorities
- Comfortable with flexible working, including Sundays and special events
- Good IT skills, especially in managing rotas (we use Churchsuite), using email, and creating user-friendly documents on word, and PowerPoint

### *Desirable:*

- Creative gifts e.g. music, drama, storytelling
- Practical familiarity with safeguarding processes and interventions
- Experience working with children with a wide variety of learning needs

## Safeguarding and Inclusivity

St Mark's Church is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The role is subject to an Enhanced DBS check and comprehensive safer recruitment process. We value our diversity and would encourage applications from people who feel they are not well represented in the Church of England or at St Mark's.