



Newport and Carisbrooke Parish  
August 2025

## Pastoral Assistant (Children) – Role Description

### Position Title: Pastoral Assistant (Children)

<b>Contract type:</b>	Part-time, 1 year fixed-term
<b>Salary:</b>	£18k
<b>Responsible to:</b>	Rector
<b>Working hours:</b>	Two weekdays to be agreed (with a three-week block of time in Summer for delivery of the Holiday Bible Clubs)
<b>Probation</b>	after 6 weeks
<b>Notice:</b>	each party shall not give less than 2 months written notice to cease the agreement.
<b>Start:</b>	September / October 2025
<b>DBS:</b>	Enhanced DBS required with barring for children

### Role Summary

The churches of St John's Newport, St Mary's Carisbrooke and Newport Minster share a vision to see renewal in Jesus's name across the parish and the Isle of Wight. The Lord is calling us to go and reach new audiences with the good news of Jesus.

The Pastoral Assistant (Children) plays a strategic role in enabling the parish to reach new audiences with the good news of Jesus. We pray for more children to encounter the love of Jesus in our town. We can see that traditional forms of church (Sunday services) alone are not reaching children in our community. We are therefore reimagining our approach to ministry to children over the next year. We are willing to change and adapt to increase our kingdom impact in this generation.

### Job Purpose

We are looking for a Pastoral Assistant who will bring leadership to two key initiatives over the next year and which are necessary to move our vision forwards:

- (1) To establish a missional (distinctively Christian) after-school children's club

- (2) To be the project lead for our plan to deliver children's holiday bible clubs ("HBC") (this project is still to be named) through Summer 2026

It is a genuine occupational requirement for the post-holder to be a practicing Christian.

### **The after-school children's club:**

As part of a team, to plan, deliver and develop a new children's after-school club. This would happen weekly through term time. Our objective is to create new forms of community with families in our town. To bless them with good food, practical support as well as sharing the love of Jesus in a compelling, generous and simple way with them. The clubs will include: a hot meal, activities, games, supervised homework, some distinctive Christian input and prayer. Our intention is to develop this over the next year so that it becomes a strategic pathway for our onward mission and spiritual input to children and families in our community.

### **The children's holiday bible club:**

As part of a team, to plan and deliver a programme of HBC through Summer 2026. We know that families struggle to manage the school holidays. This is increasingly the case where both parents work. High quality, affordable options are in short supply. This presents the parish with a wonderful opportunity to be a practical blessing to families in our community and to share the love of Jesus at the same time. Working with other partners, teams and utilizing church networks, we intend to put on a series of week-long holiday bible clubs in the Summer of 2026 (over three weeks – so three separate weeks in total). In advance of this, we would like to run a pilot week during the 2026 Easter holidays.

### **Term time children's club (indicative tasks)**

- Design, lead and oversee a team of people running a Christ-centered, engaging, and safe after-school programme for primary school aged children, helping them grow in their understanding of God's love. This will be delivered through a hot meal, homework support, learning bible stories, games, activities, prayer, fun and relationship-building.
- Lead or assist in teaching age-appropriate Christian content, memory verses, and worship activities.
- Model a Christ-like attitude and lifestyle to the children and wider team.
- Encourage children in their personal faith and spiritual growth.
- Organize and lead group activities, games, crafts that reinforce the weekly theme.
- Maintain a structured yet fun environment that supports learning and respect.
- Build positive relationships with children through active listening and encouragement.
- Ensure all children are accounted for and supervised at all times
- Work alongside other leaders and volunteers to implement the programme.
- Organise, plan, prepare meetings and training sessions.
- Communicate regularly with the Rector / clergy lead about needs, concerns, and successes.
- Oversee the proper management of registers and paperwork

- Oversee the collection of data, evaluate feedback and report as appropriate to encourage a culture of thankfulness and continual learning and reflection
- Ensure team members understand all relevant policies: safeguarding, emergency procedures, and their individual roles.
- Provide encouragement, feedback to team and course correct as needed.
- Conduct risk assessments.
- Respond appropriately to any behavioural or safety issues during the club.
- Establish and manage any requirement to register with Ofstead as a childcare provider.

### **Holiday Bible Club (HBC) Project (indicative tasks)**

- Design, lead and oversee a team of people running a Christ-centred, engaging and safe holiday bible club for primary school children, helping them grow in their understanding of God's love.
- Research and where necessary design bespoke content for use at the sessions.
- Safer recruitment, training, and support of volunteers and leaders before and during the club.
- Develop relationships with other churches to broaden the support base
- Liaise with a range of stakeholders to garner support and manage logistics (e.g. schools, marquee / AV etc)
- With the clergy lead, set a life-giving spiritual vision for the work and develop the spiritual gifts of the team through the programme
- Communicate the Gospel in a way that is clear, engaging, and age-appropriate.
- Plot and plan the overall structure, daily schedule, and theme of the Holiday Bible Club (with team).
- Coordinate and delegate responsibilities to team leaders (e.g., games, crafts, teaching, registration).
- Plan, create and maintain a timeline with key milestones to ensure proper event management, including recruitment, training, publicity, setup through to packdown.
- Hold regular planning meetings and a team briefing prior to the event.
- Ensure team members understand all relevant policies: safeguarding, emergency procedures, and their individual roles.
- Promote the Holiday Bible Club to children, parents, schools, and the wider community.
- Serve as the main point of contact for parents and church leadership.
- Follow up with children and families after the event, where appropriate.
- Manage registration processes and attendance records.
- Oversee setup and cleanup of venue and materials.
- Work within a set budget and ensure materials are sourced ahead of time.
- Conduct risk assessments and maintain appropriate adult-to-child ratios.
- Respond appropriately to any behavioural or safety issues during the club.
- Ensure all children are accounted for and supervised at all times
- Work alongside other leaders and volunteers to implement the programme.
- Organise, plan, prepare meetings and training sessions.
- Communicate regularly with the Rector / clergy lead about needs, concerns, and successes.

- Oversee the collection of data, evaluate feedback and report as appropriate to encourage a culture of continual learning and reflection
- Provide feedback to team and course correct as needed.
- Establish and manage any requirement to register with Ofstead as a childcare provider.

### Qualifications and personal specification:

- A committed follower of Jesus with a vibrant spiritual life and belief in the power of the Holy Spirit.
- A heart for the spiritual wellbeing and flourishing of children and a desire to see them discover and encounter the love of Jesus
- An understanding of the education sector and primary school scene on the Isle of Wight
- Strong leadership skills – in particular the ability to gather and organise a team towards specific tasks
- Ability to network and develop relationships with other organisations and partners patiently and effectively to achieve a shared goal
- Excellent communication skills – written and spoken across a range of audiences (particularly children)
- Strong project management skills with an eye for process and detail
- An ability to steward time well – making the most of line-management meetings
- A good team player, sense of humour and kind and respectful to all.
- Willing to collaborate with a range of different people and teams across our communities.
- The highest regard to adhere to our policies and follow best practice in relation to all safeguarding expectations and requirements.
- Resilient, kind, and hard working.
- Experience of issues around child protection and knowledge of Safeguarding procedures
- Understanding of GDPR
- Proven Administrative and organisational skills
- To participate in reflective practice identifying your own personal development needs and seeking out interventions to enable those needs to be met
- Able to embody and demonstrate the vision and values of the church
- It is a genuine occupational requirement that the post holder is a practicing Christian

### Terms of Employment:

#### Time Commitment:

- Two days mid-week
- We anticipate that the broad split would be:
  - 1 day per week for the after-school club
  - 1 day per week for organizing planning and preparing for the HBC

You would need to be free full time for three weeks in the summer.

### Key relationships:

- Rector
- PCC
- Safeguarding Officer
- Clergy team / other church leaders
- Church Wardens
- Other staff colleagues and lay leaders

### Safeguarding:

As a diocese, we are committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults, and we expect all clergy, staff and volunteers to share this commitment. You will be required to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the diocesan allegations management procedure will be followed, alongside implementation of the disciplinary procedure as required.

You will need to undertake DBS checks at an Enhanced level for children with barring for children. You will also undertake and maintain currency of appropriate safeguarding training including:

- Basic Awareness
  - Foundation Learning
  - Safeguarding for Leadership
  - Domestic Abuse
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