



## JOB PACK

# CHILDREN AND FAMILIES WORKER



**ST LUKE'S**  
BLACKBURN

## About St Luke's

St Luke's is an Anglican parish church in the Bank Top area of Blackburn. The church has received significant investment through the Diocese of Blackburn to build a new church hall, renovate the church building, and establish a thriving Christian community.

Bank Top and the Galligreaves estate is one of the economically poorest areas of Blackburn. The church has grown to around 150 attendees on a Sunday and many more at activities during the week. A strong relationship has been built with the local primary schools and public agencies, with the church at the centre of the community. This provides the opportunity to develop missional children's and families' work. St Luke's also plays a wider role as a Youth Resourcing Church for the Diocese of Blackburn, providing training in youth work for other churches.

St Luke's wants to be a thriving multi-generational church, empowering people of all ages to reach and disciple emerging generations from amongst those who have no or little existing contact with the Christian faith.

The team at St Luke's is led by Jason Gardner (Vicar) and Rachel Gardner (Youth Resourcing Lead), alongside a Curate and 5 other staff to bring about a new chapter for St Luke's and the local community. Having re-established ourselves, we are now looking to the next chapter in the life of St Luke's, building capacity and discipling new Christians to become the leaders of the future.

St Luke's is an enthusiastic, fast paced, professional, and fun working environment where we seek to encourage and offer compassion in everything we do. There is huge variety in the activities we undertake and we look to be innovative and creative in our mission approach. We are looking for ambitious, faith-filled, enthusiastic individuals to join us on our journey and be part of St Luke's staff team.

**Is God calling you to join us on our journey to transform lives in  
Blackburn?**

# Children and Families Worker – Job Description

## Role purpose

To connect with local families outside the church context, initiating awareness and promoting commitment to the Christian faith. To oversee and manage programmes to disciple children up to school year 6 in their Christian faith journey. To act as Parish Safeguarding Officer, leading on the management of safeguarding at St Luke's.

## Role profile

**Job title:** Children and Families Worker (fixed term contract for 18 months with the potential for extension as further funding is secured)

**Reports to:** Youth Resourcing Lead (Rachel Gardner), St Luke's Church

**Location:** St Luke's Church, Bank Top, Blackburn, BB2 1TA

**DBS:** An Enhanced DBS check is required for this role.

**Diversity:** St Luke's believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic backgrounds.

**Special conditions of employment:** There is a genuine occupational requirement that the post-holder is a Christian, as permitted under the Equality Act 2010.

**Salary:** £28,350 per annum from April 2025

**Working days/hours:** 40 hours per week (Sunday to Thursday). Some flexibility will be required, due to the involvement in extra-curricular work with children and families. There may be a requirement for some evening work for which appropriate time off in lieu will be arranged. The exact pattern can be discussed upon appointment and may change as the role develops.

**Annual leave:** 25 days per annum plus bank holidays.

**Probation period:** The role will be subject to completion of a satisfactory 6-month probationary period, with the first review at 3-months.

**Safeguarding:** St Luke's church is committed to Safeguarding and promoting the welfare of children, young people, and vulnerable adults. This post will take the lead in the parish as the Parish Safeguarding Officer.

**Pension:** There will be a pension scheme available with an employer contribution of 10%.

**Pre-employment checks:** Appointment to the role will be subject to receipt of two satisfactory references, eligibility to work in the UK and completion of an occupational health check/survey.

## Key responsibilities

1. Children and families outreach and ministry:

- a. Recruit and lead the work of the volunteer teams who facilitate activities for children up to school year 6 during Sunday gatherings, mid-week clubs, and Stay and Play parent and toddler group.
- b. Alongside St Luke's Social Transformation Lead, help run initiatives for parents/carers aimed at strengthening family relationships and equipping them to support their children.
- c. Organise and lead family days out that help draw families into the church community and provide enriching experiences
- d. Develop partnerships with local primary schools and statutory agencies

2. Parish Safeguarding Officer role

- a. Take the lead role in the parish for protecting children and vulnerable adults in contact with St Luke's
- b. Liaise with the Diocesan Safeguarding Officer in more complex cases
- c. Keep all records and ensure compliance with Church and statutory requirements, using the Parish Dashboard
- d. Provide guidance to other members of the team and direct the safeguarding work of other members of the team acting as Safeguarding Assistants and Administrators

3. General requirement to:

- a. Support and encourage children and families to grow in their faith, and understand what it means to be a disciples of Jesus Christ
- b. Actively engage in the prayer life and ministry of St Luke's especially in relation to work with children and families.
- c. Support the Youth Ministry Lead (and other team) in the delivery of our children's and youth programmes to enable St. Luke's to achieve its missional goals.
- d. Ensure that the administrative requirements of the team are adhered to e.g. keeping records for monitoring key programme metrics, managing budget obligations, ensuring safeguarding of young people and vulnerable adults, and operating within HR processes.

## Person specification

Criteria	Essential/Desirable	How this will be assessed
Training and qualifications		
Educated to degree level	Desirable	Application
Experience of working with children and families	Essential	Application
Skills and competencies		

Innovative, with the ability to adapt approaches to missional children's and families work	Essential	Application and interview
Ability to use Microsoft Office applications including word, excel, outlook and powerpoint	Essential	Application
Ability to develop strategies and programmes that enable children and families to explore, own and deepen their faith	Essential	Interview
Excellent project management, with a proven track record of planning, developing and implementing children's and families' activities	Essential	Application and interview
Knowledge and experience of safeguarding and young people/vulnerable adults protection requirements. Ability to maintain confidentiality and sensitivity of personal information.	Essential	Application and interview
Demonstrated ability to recruit, lead, and train volunteers.	Essential	Application and interview
Ability to manage budgets within constraints and ensure budget systems are maintained	Desirable	Application and interview
An understanding of structures and different traditions within the Church of England	Desirable	Application and interview
<b>Personal attributes</b>		
Excellent interpersonal skills and emotional intelligence to deal with children and parents / carers in a variety of situations, and respond to safeguarding concerns	Essential	Application and interview
Ability to lead and motivate others and comfortable working with a wide range of people	Essential	Application and interview
Hardworking and self-motivated with an ability to use initiative to make things happen	Essential	Application and interview
An active Christian faith	Essential	Application and interview

## How to apply

Thank you for taking the time to read this job advert, the St Luke's team hope you are now planning to apply to join them.

To apply for this role, please send a CV and covering letter explaining why you have applied and what skills and experience you will bring to the role to our Operations Manager, Andy Foot ([andy@welcometoslukes.org](mailto:andy@welcometoslukes.org)).

The deadline for applications is Monday 10<sup>th</sup> March 2025 with interviews planned for week commencing 17<sup>th</sup> March 2025.

If you would like an informal conversation about this post, please contact Rev Jason Gardner on 07816 775916 or [jason@welcometoslukes.org](mailto:jason@welcometoslukes.org).