**JOB DESCRIPTION**

***Job Title****:* **Children’s Ministry Development Officer**

***Salary Scale****:* **T.B.C.**

***Responsible to****:* **The Bishop of Connor or their nominee**

***Main Function of Job:* To develop and expand the existing Children’s Ministry at Diocesan and parish level.**

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MAIN RESPONSIBILITIES AND DUTIES

**Development responsibilities:**

* Develop new and innovative programs / resources for use in Parish based Children’s ministry which can be used on an individual basis or via online platforms.
* Actively seek out and secure funding opportunities to support new initiatives and programs.
* Expand the Diocesan wide volunteer teams for promotion and support of children’s ministry.
* Support the network for those already working / volunteering in Children’s Ministry within The Diocese, including the children’s council by meeting regularly with them.
* Plan and deliver an annual Diocesan Fun Day to celebrate Children’s Ministry.
* Attend and participate regularly (at least twice per month) in Sunday worship throughout The Diocese.
* Develop partnerships with relevant children’s organisations that can support the delivery of the project with funding and resources.
* Such other involvement as deemed appropriate to the post and the requirements of The Diocese.
* Work collaboratively with all members of The Diocesan Development team.

**Provide support and guidance to The Diocese in:**

* Identifying appropriate children’s ministry strategies and programmes and communicate them throughout The Diocese.
* The recruitment, development and support of children’s ministry volunteers and Sunday School teachers.

**Training:**

* Provide training, including residential training, for children’s workers, volunteers, Sunday school teachers and ministers at Diocesan and parish level.

**Provide Advice and Guidance on:**

* Resources and materials for use in ministry with children including curriculum for Sunday School and Holiday Bible Club.
* Child Protection issues in conjunction with the Diocesan Safeguarding Panel and The COI Safeguarding officer.
* To those working with children who have special needs.
* Funding opportunities which parishes may avail of.

**Reporting:**

* Report monthly to The Bishop of Connor and The Diocesan Development Officer.
* Report to the Diocesan Council, it’s sub-committees, COI Orphans and Children and Diocesan Synod as required.