

KIDS CO-ORDINATOR

Job information pack



NENE VALLEY VINEYARD

KIDS CO-ORDINATOR



Hours: 10hrs/wk (including 4hrs on Sundays)

Salary: £8,320 per annum

ABOUT THE ROLE

We are looking for an enthusiastic Kids Co-ordinator to resource our Kids Ministry and related events. We're looking for someone who cares about creating engaging, meaningful content for kids and families to help with their discipleship, with a passion to empower a team of volunteers.

You will form a key part of our emerging staff team, and play a vital role in the development of our church, particularly championing those aged 3-11 and their families.

ABOUT OUR CHURCH

We are a thriving church of around 150 adults that is growing in diversity of age, culture and race. Our children's ministry regularly has 25-30 children on Sunday mornings, whilst through midweek activities we engage another 60 under-11s regularly (though these would not directly be part of this role). We are part of Vineyard Churches UK & Ireland, our worship is contemporary and we deeply value both the Bible and the work of the Holy Spirit.

Our church is people, not a building or meeting. Anyone coming into this role can expect an enthusiastic welcome and support from a community that is invested in the 'next generation'.

KEY RESPONSIBILITIES

Discipleship

- Developing curriculum for our Kids Ministry groups (currently 3 groups) that is engaging, interactive, embraces different learning modes and can be easily understood and delivered by our team of kids' ministry volunteers.

Co-ordinating Team

- Managing and envisioning our team of volunteers, providing support where needed.
- Empowering and developing the team.
- Recruiting new volunteer team members.

Outreach

- Helping plan and co-ordinate outreach events (e.g. craft sessions, light parties etc) to engage local families.

Church Life

- Being a 'visible person' on Sunday mornings, helping to lead Sunday services occasionally.
- Championing families and resourcing them.

ABOUT YOU

Essential Skills & Experience

- You will have experience working with primary school-aged children, ideally with proven ability in a kids' ministry setting, formal training, or other transferable experience teaching children.
- Friendly, enthusiastic, approachable.
- Missionally-minded, seeking to create opportunity to engage families outside the church.
- Strong communication skills - confident in interacting with parents, volunteers, and stakeholders.
- Excellent understanding of safeguarding practices with children and willingness to uphold best practice in all settings.
- A self-starter who can work independently and manage their workload effectively.
- Adaptable to new opportunities and unexpected challenges that can occur in church life.
- Organised and comfortable working collaboratively within a team environment.
- Competent with the use of IT and Social Media.
- Well rounded theological knowledge, even if not in the form of accredited training.
- Committed to Nene Valley's vision and values and being part of the church family, including being part of a Community (small group).

Desirable Skills & Experience

- Experience managing teams, particularly delegation.
- Experience co-ordinating volunteers in a church setting.
- Experience with Project Management software.

WORK EXPECTATIONS

Hours

10-hours per week, with 4hrs on Sundays from 9am-1pm. The remaining 6 hours can be flexible, ideally in our office in Raunds each week. Term-time working is an option.

By nature the role will be a mixture of daytime, evening and weekend working. There may also be events you are required to attend, e.g. Vineyard's Leaders Gathering for which TOiL can be used.

Occupational Requirement

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010. We also ask that the successful candidate, if not already, becomes part of Nene Valley Vineyard.

The Team

You join our staff team as it is growing and developing. You will report to our Senior Pastors and have regular 1-to-1s with them. You will also be responsible to our Safeguarding Team, particularly our Designated Safeguarding Lead, together providing safe environments for our young people to thrive.

Safeguarding

As part of our commitment to Safeguarding, the role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, statutory legislation and guidance. Candidates will be required to submit a self-disclosure check at interview and the role will be subject to an enhanced DBS check, due to the nature of the role involving regulated activities with children, and reference checks.

Right to Work in the UK

To apply for this role, you need to already have the Right to Work in the UK. We are unable to offer Visa sponsorship at this time.

Personal & Spiritual Development

- We will fund access to Vineyard's Theological Training platform for staff members who are interested in this.
- On application, we may be able to help fund a place at Vineyard Leadership College. This needs to be agreed by the Senior Pastors.
- We also provide access to other training opportunities.

Holiday

- Annual leave entitlement is 6.6 weeks, inclusive of bank and public holidays, with additional discretionary leave at Christmas.

TO APPLY...

1. Complete the application form
2. Send your CV and Cover Letter to hello@nenevalley.church

Your cover letter should detail your suitability for the role against the criteria set out in the job information pack. We will only consider applications from candidates who have completed the application form and submitted their documents.

Closing date for applications is 5pm on Wednesday 15th April 2026. Interview dates will be confirmed upon application.

For any further information about the role, please email hello@nenevalley.church