

Children and Families Manager Job Description

Salary: £34,126 prorated from £42,658 (which includes London living allowance of £6745)

Band: 6

Time period: 2 year fixed-term contract

Hours: 28 hours/ week (0.8 FTE) (Requires working on occasional evenings and one or two Saturdays)

Probationary period: 4 months

Notice period: 3 months

Location: All Souls Clubhouse, 141 Cleveland Street, London W1T 6QG and All Souls School, 49-54 Foley St, London W1W 7JJ (This both an office and school-based role.)

Annual leave: 25 days per year (prorated)

Visa sponsorship: Not application

About the role

All Souls Serve the City (ASSTC) is a Westminster-based charity that seeks to serve those in our area who are isolated, overlooked, and exploited, bringing the message and ministry of Jesus. The charity was formed to consolidate a number of ministries that developed from within All Souls Church, an international, diverse, multi-generational, and vibrant congregation in central London with a heart to reach the city and the nations for Jesus. We cherish our values of love, honour and service, and come alongside those affected by homelessness, those involved in the sex industry and seniors in our community.

We are also eager to serve our local school children and their families. Research tells us that children were particularly impacted by covid and its consequences, and we want to be a part of responding to the fallout of that challenging time. We have an excellent relationship with the All Souls Church of England Primary School, a multicultural community of 200 children. A significant proportion of children are from homes where English is a second language and some families struggle with the challenges of poverty. The appointment of a Children and Families Manager (CFM), a new role, will come alongside children at the school and their families to help to respond to their social and spiritual needs by offering the hope of the gospel and providing practical support.

Role Details

The CFM will work closely with the school and the families it serves. In practical terms, the Manager will organise and offer activities and centres of support that will help to meet the practical, social and spiritual needs of the school community. This will be done in three main ways:

1) Project Objectives and Programme Planning

- Develop and implement specific objectives and regular activities in conjunction with the Director of ASSTC, taking into account input from the school administration to offer support to both children and parents.

Potential activities (to be confirmed once the postholder is in post), include the following:

- Creating and running a lunchtime club for the children to create a safe space for them to develop social skills and build confidence
- Developing and hosting a coffee morning for parents to provide social support, information on free activities to do with children in Fitzrovia and Central London, and advice and support re: registering with a GP and a dentist, getting a library card, and providing budgeting skills.
- Conducting a gospel-centered parenting class/course for parents who aren't working outside the home during the day.
- Providing resources for parents, including advice and insight on how to get immediate support for those on waiting lists for Education, Health & Care Plans, including occupational therapy, speech therapy and language therapy.
- Signposting parents towards activities that foster social cohesion like exploring local parks and libraries or joining the school choir
- Develop and implement an agreed-upon evaluation process to assess the impact of all the activities, including outlining key performance indicators (KPI's)
- Provide a gospel-centered presence at the All Souls school through relationships built and maintained with teachers, staff, parents, and children.

2) School and Church Engagement

- Build and maintain relationships with key personnel at the All Souls school to devise and run activities which most effectively deliver on the engagement plan, based on agreed upon priorities
- Develop relationships with parents and children by being at the school each work day for dropoff and pick-up as well as being available for conversation during the day
- Comply with all the safeguarding requirements for children, report any safeguarding concerns, and liaise with the Parish Safeguarding Officer, as necessary
- Undertake the safe recruitment of all volunteers/ serving partners for all CFM-initiated activities, in conjunction with the safe recruitment process in place at All Souls Church
- Provide the training and support for all volunteers involved in CFM-initiated programmes
- Assist with planning and executing the annual holiday club(s), usually held during term time, in conjunction with the All Souls kids team
- Maintain a record of all programme activities, lists of those who attend, and services provided, and do so in compliance with GDPR regulations
- Foster connections with a wider network of resources at All Souls Church such as Jellybeans (a toddlers and babies drop-in ministry), Christianity Explored, Free English classes, and support parents to take advantage of these

- Monitor the effectiveness and impact of activities based on agreed evaluation plans and KPI's and provide regular reports, to the ASSTC Director and to the ASSTC Trustees, as required

3) Communications, Relationships, and Fundraising support

- Provide material which includes written content, appropriately acquired photos with permissions, and data related to the impact of the project, and to colleagues who are producing newsletters, emails and other communications for use within ASSTC and beyond
- Develop strong, healthy relationships with the staff team at the school, including the senior management team, and maintain a good understanding of the challenges and opportunities at the school.
- Work with the ASSTC Fundraiser to support all fundraising activities related to this role and the school, which may include the creation of content for communications (ie. newsletters / videos), and attendance at fundraising events.

Other

- Engage with and support other members of the ASSTC team, which include attending team meetings and maintaining healthy relationships with colleagues
- Leading small group Bible studies at team meetings and leading prayer at the 8am prayer meeting or at prayer gatherings, as required
- Produce and present reports on the work to the ASSTC team, to the Trustees, to the school, and to the Church Council (PCC), as required
- Maintain high levels of discretion and confidentiality at all times
- Carry out any other duties as may reasonably be requested by the Director

Key Relationships:

Line managed by: Director of ASSTC

Direct Reports: None at present

Other key relationships: All ASSTC staff (including the managers of each ministry, in particular); the Trustees; serving partners/volunteers; the children, parents and senior management team at the All Souls school; and the All Souls Church Ministry/Admin/support teams, particularly the 0-18s team (especially the Senior Minister, Children's Minister and Children's Choir Director). Relationships may also be necessary with external funders, potential funders, and agencies as well.

Person Specification

Essential

- University graduate with experience of working with primary school aged-children and their parents
- Experience of planning and executing activities with primary school-aged children
- Experience of safeguarding children

- Experience of working within an environment that requires monitoring and collection of data for KPI's
- Excellent communication skills (both orally and in writing), highly organised, keen attention to detail and an ability to build collaborative relationships both within the organisation, and at the school, with children, teachers/staff and parents
- Strong project management and administration skills, preferably in the charity sector
- IT & word processing skills (Google docs, gmail, and sheets, MS word, excel, powerpoint, and MailChimp)
- Whole of life disciple wanting to know Christ more and grow in grace, obedience, and Christ-likeness
- Having a servant heart and seeking to live a life of Christian integrity
- Committed evangelical Christian in full sympathy with the vision, mission and values of All Souls Serve the City, All Souls Church and the Evangelical Alliance Statement of Faith
- Happy to work individually or as part of a close-knit team
- Self- starter, self-motivated and confident working alone
- Highly responsible with the ability to work with absolute discretion, tact and confidentiality
- Enthusiasm for social action projects
- A flexible, collaborative team player

Highly Desirable

- Qualified Primary School teacher
- Able and comfortable leading 1:2:1 Bible studies with adults
- Able to manage budgets
- Knowledge of All Souls Primary School
- Attendance at All Souls Church
- Based in London or close travelling distance to the Clubhouse

Appointment to this role is contingent upon successful completion of an enhanced DBS check.

There is an occupational requirement that the job-holder is a Christian under Part 1 of Schedule 9 to the Equality Act 2010.

Please note that we can only consider applications from candidates who have the legal right to work in the UK.

28 July 2025