

Resource Hub Lead - Families & Children 5-12yrs (full-time)

Christ Church Tunbridge Wells is seeking a **full-time Resource Hub Lead** to assist in leading and developing mission and discipleship among families with children in our church and to initiate and support this work with link parishes across the Diocese, as part of the Rochester Diocese Called Together Programme.

The role will involve working with our existing team of capable, committed and enthusiastic volunteers to strengthen and develop this work within the Project Aims and our church's vision to teach and equip families to disciple their children. As part of the wider Called Together programme, the role also involves working with link parishes from around the Diocese to support and develop work with this age group.

At Christ Church we are committed to the safeguarding of children, young people and vulnerable adults, and this is the responsibility of every church member. **This post involves regulated activity and is subject to a DBS Enhanced Disclosure plus Barred List check.**

If you would like to discuss anything about the post, please contact the Director of Children's Ministry, Jan Humphrey (jan@cctw.org.uk).

**Application Closing Date:**Monday 14th September 2026**Interviews:**Wednesday 23rd September 2026

About Christ Church, Tunbridge Wells

Christ Church is a growing Anglican church in the town centre of Tunbridge Wells with a vision to play our part in the spiritual and social transformation of Tunbridge Wells and beyond. Our worship style is informal and contemporary – you will get a good flavour of our church's approach by looking at our website (www.cctw.org.uk) or by watching one of our on-line services on our YouTube channel.

Our current children's ministry (0-11's) gathers between 80-100 children across both services (9.15am and 11.15am), with separate groups for pre-school children and 'Kids church' for primary school children. The ministry is overseen by the director of children's ministry and is supported by a large experienced and motivated volunteer team. We run an annual holiday club, light party, occasional all-age services and other events.

Christ Church is looking forward to this partnership with the Rochester Diocese, to enable the flourishing of children's ministry across the region. The postholder will have the full support of Christ Church for both aspects of this role.

If you would like to discuss anything about the post, please contact the Director of Children's Ministry, Jan Humphrey (jan@cctw.org.uk).

Job Description

LOCATION: Christ Church Tunbridge Wells

REPORTING TO: Director of Children's Ministry at Christ Church Tunbridge Wells (line manager) & Diocesan Children, Young People and Families (CYPF) Team Lead Adviser (project outcomes & Resource Hub directives)

EMPLOYMENT TERM: 5 Years fixed term contract

HOURS WORKED: Full time (37.5 hours), including evenings & weekends

SALARY: £35,190.00

PURPOSE OF ROLE:

- 1.To lead the development of discipleship pathways for the 5-12 age group, implementing the work of the Children and Young People workstream within the Diocesan strategy
- 2.To help lead the development, co-ordination and delivery of families & children's ministry at Christ Church Tunbridge Wells.

MAIN DUTIES:

Resource Hub (60%)

- In collaboration with the Diocese CYPF Team supporting & equipping parishes across the Diocese to grow sustainable, missional CYPF ministries with a specific focus on children aged 5-12 years by:
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- Developing a strategy for mission and discipleship for families with children aged 5-12 with a specific focus on key transition points while listening to families with children in this age group.
- Identifying opportunities in the linked parishes to develop ministry in this area
- Advising the linked parishes identified as part of the Resource Hub Missional Design for support to build and develop intentional outreach, network and advice for CYPF Mission & Ministry for up to three parishes per year.
- Supporting link parishes to build and equip CYPF ministry volunteers to reach and disciple children including incorporating opportunities of training through the CYPF Enhanced Learning Pathway
- Identifying key elements of learning from the pilot of growth and/or drop-off, implement change as necessary and sharing the pilots learning to support flourishing CYPF mission & ministry.
- Develop a strategic voice for children, young people and family ministers within local and diocesan networks.
- Providing quarterly and annual data on outcomes and indicators of project progress as required by the Diocese.

Christ Church Tunbridge Wells (40%)

- As a worshipping member of Christ Church Tunbridge Wells (CCTW), discipling children, building relationships with families, supporting parents and enabling volunteer teams by:
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- Developing and implementing our missional strategy working alongside the Director of Children's Ministry, PCC and key volunteer leaders to reach and disciple families with children.
- Building and developing intentional outreach in the local community through Holiday Club, outreach services such as Christingle and other opportunities.
- Helping to secure, empower and grow our children's volunteer Kids Ministry teams.
- Running parenting support courses to assist parents in developing their children's faith.
- Developing an after school discipleship group for children in years 4-6.
- Working with other local organisations and agencies to support children & families as appropriate.

Key Relationships:

- Diocesan CYPF team
- Director of Children's Ministry at CCTW
- CCTW PCC and volunteer teams involved in Sunday children's work.
- Employed and volunteer children's ministry leaders in parishes identified to receive support and in the wider diocese
- Families in CCTW
- CCTW and Diocesan Safeguarding Team
- Other local churches and Youth & Children's workers

Personal Qualities and Values:

- Through prayer and Bible study, to be responsible for their own spiritual well-being and growth and full participation in Christ Church services and small groups.
- With their line manager to identify and attend training that is appropriate and will support them in your role and future development
- To attend annual Diocesan CYPF Workers Retreat and occasional retreat/network days, as agreed with their line manager
- To fulfil any other responsibilities appropriate to their role as agreed with their line manager or Senior Leadership Team.

Person Specification

Personal Qualities:

We are looking for someone who is:

- spiritually mature and able to resource themselves spiritually through prayer, Bible study and corporate worship
- committed to worshipping and growing through participating in the church community
- willing to learn, to grow as a disciple and to seek out relevant expertise
- a person of integrity, humility, compassion, practical and pastoral wisdom
- able to engage with families with children in this age group
- able to engage with children with a range of additional needs
- able and willing to work flexibly, including evenings and weekends
- a good listener and an effective communicator
- a collaborative leader who can form, inspire and motivate individuals and teams
- a person who is willing to work with existing teams and learn from them
- a role model whose faith is expressed in the person they are as much as in what they say
- fully aware of and up to date with Church of England and statutory requirements for safeguarding
- committed to and capable of building a safe and inclusive culture
- administratively competent
- able and willing to engage and work collaboratively with churches in the Deanery and with the wider Diocese

We are looking for someone who has:

- a passion for Jesus
- a passion for children and for nurturing their spirituality
- relevant experience of leadership within a church setting
- relevant experience of working with families and children
- relevant experience of working with children with additional needs
- a flexible and pro-active approach

Skills and Experience:

- Sound knowledge of the Bible and biblical teaching
- Excellent communication and teaching skills with children and adults
- An understanding of children's spirituality and faith formation including models of discipleship and missional CYPF ministry
- Experience of working with families with children 5-12 in a variety of settings, including local church
- Experience of leading acts of worship for children 5-12 and their families and intergenerational worship
- Experience in identifying, recruiting, training & managing volunteers
- Experience in sharing and modelling good ministry practice, including leaders' spiritual growth
- Strong time management skills and the ability to set priorities and appropriate boundaries
- Good IT skills
- Good understanding of current legislation affecting youth work (including Safeguarding & Health & Safety) and experience of implementing best practice in these areas.

Occupational Requirement

The post holder will, at times, be the public face of the church, it is considered that there is an Occupational Requirement (OR) for the postholder to be a communicant member of the Church of England, or of a Church in communion therewith or of a member Church of the Council of Churches for Britain and Ireland or of Churches Together in England, or of a member Church of the Evangelical Alliance.

Commitment to follow Safeguarding Policy

Christ Church takes the safety of everyone within it very seriously and expects that everyone will work within the churches safeguarding policy. In particular, it expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their manager or safeguarding officer.

Applications should be made to the church office
(susannah@cctw.org.uk)

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