



Hello!

I'm so glad you're considering applying for the Oxfordshire Development Lead role.

You're joining us at a significant moment in BeSpace's journey. In 2025, we have celebrated 15 years of work in Oxfordshire, and we are now preparing for an exciting new season of growth. As we look ahead to the next 15 years, we are expanding the ways we support children in their spiritual journey through Christian contemplative practices.

In this role, you will help us strengthen and extend our presence across Oxfordshire, laying the firm foundations needed for BeSpace to grow nationally.

The job pack includes:

- Details around what the job involves
- What we're looking for in applicants
- Specifics around employment in this role
- An outline of the application process
- An overview of BeSpace
- What we believe.

I very much look forward to reading why you think you'd be a great fit on our team!



Catherine

Catherine Clayton, Founder and CEO



Oxfordshire Development Lead

Overall purpose

To strengthen & expand BeSpace's impact across Oxfordshire by modelling and equipping churches to run prayer and reflection spaces and pilot retreats with schools. This role will grow & coach volunteer area networkers, embed quality assurance, and capture stories and evidence of impact, enabling Oxfordshire to become a beacon of best practice, shaping and preparing a model that can bless children and young people nationally, seeing churches develop contemplative Christian practices into their work with schools.

Key Responsibilities

1. Expansion of prayer and reflection spaces in schools in Oxfordshire

- Train and model to churches how to set up and run prayer and reflection spaces in schools.
- Support and equip new churches to confidently organise and run prayer and reflection spaces regularly for schools in their local area.
- Recruit, train, and coach volunteer **Area Networkers**, enabling them to form hyper-local, interdenominational volunteer teams.
- Provide ongoing support using BeSpace's coaching framework (visits, Zoom calls, phone conversations).
- Gather, evaluate, and share stories and data to evidence impact.
- Maintain accurate church and school engagement records using the BeSpace CRM (Beacon).
- Implement and refine BeSpace's Quality Assurance processes across Oxfordshire.

2. Piloting Retreats and embedding Contemplative practices

- Inspire and encourage churches to embed contemplative practices into their school's work.
- Pilot one-day retreats with schools, with support from the CEO initially, using **Space Makers** and prayer space resources.
- Train and coach churches to run retreats through a modelling approach.
- Capture learning and feedback from pilots to shape the national retreat model

3. Supporting National Growth

- Work closely with the CEO to shape Oxfordshire into a Centre of Excellence that can be replicated nationally.
- Provide insights and learning to inform the national coaching and quality assurance framework.
- Contribute to the design and organisation of BeSpace events, including fundraising and church engagement initiatives.



4. Raising Awareness of BeSpace.

- Build and strengthen relationships with church leaders, schools, and volunteers across Oxfordshire.
- Represent BeSpace at events (e.g. Clergy Conferences, church gatherings, festivals).
- Share the vision of BeSpace in churches, inspiring greater involvement in contemplative practices, retreats, and financial support.

5. Wider Team involvement.

- Collaborate with the wider BeSpace team, providing additional support for the growth of the charity as required.
- Contribute to staff prayers and occasionally lead team devotions.
- Act as an ambassador for BeSpace's values and Christian ethos in all work.

Person Specification

Category	Criteria	Assessed by*	E/D
Skills and Abilities	Strong communicator and relational skills, able to inspire and engage a diverse range of churches, schools and volunteers.	C/I	ESSENTIAL
	Ability to train, coach & mentor others in practical delivery, 1:1 and to large groups.	C/I/T	
	Ability to organise and plan multiple projects effectively, demonstrating good time management.	C/I	
	Confident to gather, evaluate & present evidence and stories.	C/I	
	Able to understand the challenges and opportunities facing churches as they seek to support children's spiritual development in schools.	C/I	
	Able to work independently and as part of a team, communicating effectively with others.	C/I	
	Competent in use of IT systems, including CRM/databases (or willingness to learn)	T	
	Full UK driver's licence & car for travel to schools and churches	C	
Personal Qualities	Passionate about BeSpace's vision & children's spiritual development.	C/I	
	Strong personal Christian faith, able to represent BeSpace's ethos	**	
	Relational and collaborative, able to build partnerships across church denominations.	C/I	
	Self-motivated, and proactive, and able to work independently in a pioneering environment.	C/I	
	Flexible and adaptable, with a creative and resourceful approach to developing opportunities.	C/I	
	Willingness to work occasional evenings and weekends as required.	C/I	
	Commitment to ongoing development of own knowledge and skills.	C/I	
Experience	Experience in church-based schools work, children's ministry, education or similar.	C/I	DESIRABLE
	Experience of delivering prayer & reflection spaces or contemplative practices for children & young people.	C/I	
	Experience in recruiting, training and supporting volunteers.	C/I	
	Experience of running retreats for children/young people.	C/I	
	Experience of Coaching	C/I	
	Experience of monitoring & evaluating programme impact.	C/I	

*Assessment Methods: CV and Covering letter (C), Interview (I), Tasks (T)

**This is an occupational requirement under the Equality Act 2010, Part 1, Schedule 9



Employment Information

Job Title: Oxfordshire Development lead

Reporting to: CEO

Purpose: See Job Description

Location: Oxfordshire (Remote, travel across the county required)

Contract: Role for an initial year that we hope to extend through additional funding we are applying for.

Start Date: 10/11/2025 (flexible for the right candidate)

Hours of work: Full Time. (Part- time, 4 days considered for the right candidate)

Salary: £26,000 – £30,000 (pro rata if 4 days) depending on experience.

Probation period: 6 months

Holiday Entitlement: 25 days (plus bank holidays) per year pro rata with additional time off between Christmas and New Year's Day.

Pension: Automatic enrolment into a direct contributions pension scheme (3% employee contribution)

This post is subject to an Occupational Requirement

BeSpace serves and supports clients within the Christian sector, the nature of the work requires that this post holder has an active faith in Jesus under the Equality Act 2010, part 1, schedule 9.

Safeguarding

BeSpace is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to:

- Provide two references, including one from a current or most recent employer/manager.
- Complete an enhanced DBS check prior to appointment.

Equal Opportunities

We actively support and welcome the integration of people from diverse backgrounds and varied experiences and skillsets to help shape the work and future of BeSpace. We are particularly keen to receive applications from African and Afro-Caribbean, Asian and other diverse ethnic communities, and those who are neurodivergent and/or living with any kind of disability.



Application Process

Stage 1

Please send your **CV with a covering letter** to info@bespace.be Ensuring you explain how you meet the person specification and Job Description outlining why you would be suitable for this job by demonstrating the skills and abilities you have gained through your education, work experiences, and volunteering opportunities. Please include why you would like to work for BeSpace.

Please also fill in our Self -disclosure form by following this link:

<https://form.jotform.com/252432802569358>

Closing date: 4pm Monday 29th September

All successful and unsuccessful applicants will be notified via e mail by 5pm on Thursday 2nd October.

Stage 2

Successful applicants will be invited to attend an in-person interview in Oxford **the week commencing the 6th October**. The interview will take around 1 hour, including 1-2 tasks. BeSpace will reimburse any reasonable travel costs.

The successful candidate and unsuccessful candidates will be informed of BeSpace's final decision by 5pm on Tuesday 14th October 2025.

If you would like any application and interview support or you need any reasonable adjustments throughout the application process please contact Harriet Baldock (Operations Coordinator) on info@bespace.be or if you would like an informal phone call to ask questions or discuss the role, please contact Catherine Clayton (CEO) on info@bespace.be

Bespace will treat your application as private and confidential. Unsuccessful candidates will be securely destroyed after one year.



About BeSpace

Research shows that 75% of people come to faith before age 18. (Talking Jesus Report, Evangelical Alliance). Children raised in families of faith are more likely to have faith as adults. Yet, few children today encounter faith at home. Schools are the intersection of home, school, and church, providing vital space to nurture these opportunities.

BeSpace believes every child can grow spiritually, and that exploring faith through creative, contemplative practices can unlock lifelong spiritual growth.

We have a vision to see a future where every child has the opportunity to access creative reflective spaces to develop personal tools to pray, reflect and grow spiritually throughout their lives, helping churches, schools and communities to flourish.

We do this by equipping churches to serve their schools and communities by creating spaces for children to develop spiritually through contemplative Christian practices. Mainly, but not exclusively through prayer and reflection spaces. Creating space, to pause, listen, reflect and pray, giving children the opportunity to encounter God for themselves.

We have seen incredible impact through developing **prayer and reflection spaces in schools across Oxfordshire**. Since 2010, over 65,000 children have experienced prayer and reflection spaces led by local churches, trained and resourced by us. Currently 60 schools a year have prayer and reflection spaces. Now, we're building on this momentum to reach over 115 schools in the next three years and are preparing to grow nationally with developing contemplative retreats for schools.

'The children (now)
know that they can
share things, and also
that it's ok to have times
of reflection and prayer
whenever you want.'

Headteacher's
feedback

'I felt safe and warm
because God was with
us'

Student
feedback



Statement of Faith **Nicene Creed**

We believe in one God,
the Father, the Almighty,
maker of heaven and earth,
of all that is, seen and unseen.

We believe in one Lord, Jesus Christ,
the only Son of God,
eternally begotten of the Father,
God from God, Light from Light,
true God from true God,
begotten, not made,
of one Being with the Father.
Through him all things were made.

For us and for our salvation
he came down from heaven:
by the power of the Holy Spirit
he became incarnate from the Virgin Mary,
and was made man.

For our sake he was crucified under Pontius Pilate;
he suffered death and was buried.
On the third day he rose again
in accordance with the Scriptures;
he ascended into heaven
and is seated at the right hand of the Father.

He will come again in glory to judge the living and the dead,
and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life,
who proceeds from the Father and the Son.
With the Father and the Son he is worshiped and glorified.
He has spoken through the Prophets.
We believe in one holy catholic and apostolic Church.
We acknowledge one baptism for the forgiveness of sins.
We look for the resurrection of the dead,
and the life of the world to come.

Amen.