

## Early Years Worker

### Encounter Archdeaconry Team (Salford)

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Employer:	Manchester Diocesan Board of Finance (MDBF)
Salary:	£32,463 per annum (Diocesan Pay-scale Band 3.3 – spot grade)
Hours of work:	Full time - 35 hours per week
Contract:	Fixed Term to 31/12/2029 with the possibility of extension to 31/12/2033 subject to funding from the Church Commissioners
Normal place of work:	Hybrid (with a designated base within the archdeaconry for the purposes of expenses)

### Role Description

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#### Purpose

The role of the Early Years Worker within the Salford Archdeaconry Team is to develop, support and resource Early Years Ministry. This is in line with diocesan strategy in doubling the number of young active disciples and ensuring there is a thriving Children and Young People (CYP) ministry within reach of every young person.

#### Accountability and Key Relationships

The post is line managed by Salford Encounter Archdeaconry Team Lead.

The post-holder will work closely with Encounter Archdeaconry Team Lead, Archdeaconry Team and Diocesan Early Years Adviser.

The post-holder will be a member of the DBE team, and the wider diocesan team.

The post-holder will work closely with clergy and youth and children's leaders across the diocese.

## Key Responsibilities

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- To help and influence existing church-based toddler groups to become more distinctly and intentionally Christian
- To advise and support parishes and mission communities establishing new distinctly and intentionally Christian Toddler Groups
- Resourcing and supporting the creation of fresh expressions of worship for 0-5s and their families, including Wiggle Worship, Lift Off and other appropriate initiatives
- To support churches and mission communities to link with local schools' Early Years staff in delivering transition events
- Maintain an understanding of best practice through continued professional development and current Early Years research
- To support the development of outdoor worship for Early Years

## Person Specification

<b>Requirements</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to A 'level or specialist Early Years equivalent qualification (desirable)</li> </ul>
<b>Experience and Understanding</b>	<ul style="list-style-type: none"> <li>• Significant experience in delivering and developing Early Years ministry</li> <li>• Experience in working or volunteering in and across church or school contexts</li> <li>• Experience of leading worship activities for Early Years</li> <li>• An understanding of the significant transition points for a child between 0-5</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of Church of England structures.</li> <li>• Knowledge of safeguarding best practice and an advocate for developing a strong and embedded culture of safeguarding.</li> </ul>
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Able to foster good teamwork with colleagues, parishes, schools and chaplaincies</li> <li>• Good communication and networking skills with a wide range of partner including clergy and children's leaders</li> <li>• Ability to effectively lead worship and activities with 0-5s and their families</li> <li>• Able to manage own workload for a positive work life balance</li> <li>• Competent IT skills</li> </ul>

<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• A practising Christian.</li> <li>• Commitment to the diocese’s vision and strategy.</li> <li>• An appreciation of the diverse communities in Manchester Diocese.</li> <li>• Able to engage positively with the breadth of traditions in the Church of England.</li> <li>• Committed to diversity, inclusion and racial justice.</li> <li>• Fully committed to the development and training of self and others.</li> </ul>
<p><b>Work-related circumstances</b></p>	<ul style="list-style-type: none"> <li>• Flexibility to attend evening and weekend meetings.</li> <li>• Willing to travel across the diocese and beyond</li> </ul>

**There is an Occupational Requirement for the post-holder to be a practising Christian, in accordance with Schedule 9 of the Equality Act 2010**

# Additional Information

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## Summary of Terms and Conditions of Employment

Employer	Manchester Diocesan Board of Finance
Line Manager	Encounter Archdeaconry Lead Salford
Probation	Appointments subject to a 6-month probationary period
Normal place of work	Hybrid (with a designated base within the archdeaconry for the purposes of expenses)
Hours	Full time - 35 hours per week
Salary	£32,463 per annum (Diocesan Pay-scale Band 3.3 – spot grade)
Contract	Fixed term to 31/12/2029; with the possibility of extension to 31/12/2033 subject to additional funding from the Church Commissioners
Pension	Auto-enrolment into the Church Workers Pension Fund – Pension Builder Classic Product
Annual Leave	22 days annual leave per year, rising to 25 days after 12 months' service, in addition to Bank Holidays and three church days

## Application timetable

The closing date for applications is **Thursday, 9 April 2026 at 5:00pm.**

Shortlisted candidates will be informed by **Friday, 10 April 2026.**

The interviews are scheduled for **Wednesday, 22 April 2026** at St John's House, 155-163 The Rock, Bury BL9 0ND. Further details will be provided to shortlisted candidates.

Queries can be directed to [jobs@manchester.anglican.org](mailto:jobs@manchester.anglican.org)

## **Eligibility and pre-employment enquiries**

There is an Occupational Requirement for the post holder to be a practising Christian in accordance with Schedule 9 to the Equality Act 2010

The post will be offered to the successful candidate subject to satisfactory references and proof of eligibility to work in the UK.

The post is subject to an enhanced Disclosure and Barring Service check.