

Blackburn Diocesan Board of Education Ltd

Job Description

Job Title:	Head of Children, Youth and Chaplaincy
Salary:	£30,522.60 per annum
Hours:	21 per week
Location:	Clayton House, Blackburn
Responsible to:	Diocesan Director of Education
Responsible for:	Diocesan Children's Adviser, Diocesan Youth Adviser, Ignite Project Manager, University Chaplains

The Diocese of Blackburn

The Diocese of Blackburn represents the Church of England in most of Lancashire and part of Wigan Metropolitan Borough, covering an area of 878 square miles with a population of 1.3 million.

The Diocese is made up of two archdeaconries, Blackburn and Lancaster, with a total of fourteen Deaneries. There are 281 Churches, comprising around 226 parishes, with around 250 clergy (c. 200 stipendiary) and 230 licensed Readers.

Blackburn Diocesan Board of Education

The Diocese of Blackburn's Board of Education is responsible for supporting and developing church schools within the diocese. It plays a crucial role in maintaining and enhancing the Christian character of these schools while ensuring high-quality education. In addition to its primary focus on church schools, the Board of Education also extends its support to Children and Youth Ministry across the diocese and provides chaplaincy services in universities.

Main Functions

- Overseeing and supporting church schools in the diocese
- Promoting Christian values and distinctiveness in education
- Providing guidance on Religious Education (RE) curriculum
- Assisting with school governance and leadership
- Supporting school improvement initiatives
- Supporting Children and Youth Ministry across the diocese
- Providing chaplaincy services in universities

The role

The Diocese of Blackburn is seeking a proactive, organised and relational leader to help shape and deliver our vision for ministry with children and young people across schools and churches. Working as part of the experienced Board of Education team, you'll take a key leadership role—supporting school strategy and improvement, equipping leaders in parishes, developing partnerships, and overseeing operational aspects of the Board's work. You'll help drive our Vision 2026 priorities, including doubling the number of children and young people in worship and engaging fully with the national call for the Church to 'grow younger.'

The Head of Children, Youth, and Chaplaincy will lead the portfolio for children and youth work within the Diocese of Blackburn. This includes overseeing projects funded by National Church grants, such as IGNITE, and developing networks for chaplains in schools and universities to foster mutual support. The role aims to nurture faith-based activities for young people while ensuring effective collaboration between chaplains, schools, academies, and parishes. The role involves ensuring proper representation of the Diocese and the Board of Education in local, regional, and national settings relating to education and church and requires the postholder to be able to relate effectively with a wide range of agencies, both within and outside the Church.

Key responsibilities

Leadership and Portfolio Management:

- Serve as the portfolio lead for children and youth work within churches across the diocese, including oversight of National Church grant-funded projects (e.g., IGNITE).
- Develop strategies to enhance engagement with children and young people in parishes, schools academies, and community groups.
- Provide leadership and management in creating high-quality resources for children and youth work.
- Undertake delegated duties as required by the Diocesan Director of Education (DDE) to support the strategic development and delivery of Children and Youth Ministry and Chaplaincy, ensuring alignment with diocesan priorities and fostering collaboration between schools, churches, and communities.

Chaplaincy Network Development:

- Establish and maintain networks for chaplains in schools and universities to enable collaboration, resource sharing, and mutual support.
- Advocate for chaplaincy in educational settings by working with local authorities, universities, and national bodies.

Training and Support:

- Organise professional development opportunities for clergy, chaplains, teachers, governors, and parish leaders involved in children's and youth work
- Provide guidance to volunteers working with children and youth groups across parishes

Strategic Collaboration:

- Work closely within the Diocesan Board of Education to align children's and youth initiatives with diocesan priorities.

- Lead on the Ignite Project's relationship with the Board of Education including working with the Project Manager and the team regularly and sitting on the Strategic Project Board
- Represent the Diocese on relevant committees and boards at local, regional, and national levels.

Operational Duties:

- Assist in the recruitment of chaplains for schools/universities and provide ongoing support
- Facilitate large-scale events for children and young people across the diocese
- Equip, enable and support the delivery of the Ignite Project.
- Contribute to diocesan strategy on academy governance structures related to children's work.

Key relationships

- **Parishes and Churches:** Supporting clergy, volunteers, and lay leaders in ministry with children and young people.
- **Diocese:** Collaborating with senior leadership, Diocesan Synod, and Board of Education members.
- **Schools and Academies:** Working with headteachers, staff, and chaplains in Church of England and Methodist schools.
- **Partner Organisations:** Including local authorities, universities, the National Society, and other diocesan teams.
- **Governance Structures:** Advising on academy governance and school leadership recruitment.

Person Specification

Criteria	Essential / Desirable	Criteria Assessed by Appl/Int/Refs
Qualifications and training		
Educated to degree level (or equivalent)	Essential	
Enhanced DBS clearance due to regular dealings with children and vulnerable groups	Essential	
Knowledge and Skills		
Proven experience in leading children's or youth ministry within a church or educational context	Essential	
Ability to manage projects funded by external grants (eg. Ignite) effectively	Essential	

Experience of leadership at a senior level within an educational establishment or the charity sector	Essential	
Experience in school leadership or governance roles (eg headteacher or senior leadership team)	Desirable	
A good understanding of the educational and other sectors in which the Diocesan Board of Education works and, in particular, of the work of the Church of England in relation to primary and secondary education, and relation to children and young people in parishes and the wider community.	Desirable	
Familiarity with National Church grant processes and reporting requirements	Desirable	
Knowledge of chaplaincy models within educational institutions	Desirable	
Personal Qualities and Attributes		
An occupational requirement exists for the post holder to be an active communicant member of the Church of England or of a church in full communion with the Church of England in accordance with the Equality Act of 2010	Essential	
Excellent interpersonal skills to develop networks among chaplains, clergy, educators, and volunteers	Essential	
Strong organisational skills with the ability to oversee multiple initiatives simultaneously	Essential	
Ability to lead, motivate and manage a team of experienced and committed staff	Essential	
Ability to be a team player, working constructively, effectively and harmoniously as part of a wider team	Essential	
Ability to be an excellent communicator with all relevant stakeholders	Essential	
The post holder will be a self-starter and will be able to work effectively without close day-to-day supervision	Essential	
The post holder will be a hard worker, prepared to work irregular hours as the demands of the post require and who understands the importance of leading his/her team by example	Essential	
Ability to travel effectively around the Diocese (holder of a valid driving license and access to a car for work purposes)	Essential	

Outline of Terms and Conditions

Employer: Blackburn Diocesan Board of Education

Contract type: Permanent

Salary: £30,522.60 per annum

Hours: This is a part-time role based on a 21-hour working week, but the post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings outside normal office hours which may include evenings and weekends.

Location: The post holder will be based at the Blackburn Diocese Board of Education, Clayton House, Walker Office Park, Blackburn, BB1 2QE. The nature of the role requires regular travel around the diocese, and sometimes beyond. A smartphone and laptop can be provided to assist remote working.

Pension: The default for staff is a Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution. Clergy can opt into the Church of England Clergy Pension Scheme via a salary sacrifice. Details of this are available on request.

Annual leave: The full-time entitlement is 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. This is pro rata for part time employees. The holiday year runs from 1 January to 31 December.

Probationary period: The appointment is subject to the satisfactory completion of a six-month probationary period.

Notice Period: During the six-month probationary period four-weeks' notice is required on either party. Thereafter you will be required to give 12-weeks' notice should you wish to resign.

Expenses: Working expenses are paid at the diocesan rates.

Employee Assistance Programme: Employees of the BDBE are entitled to the Medicash Employee Assistance Programme following their second month of employment. Medicash is available to all employees whose contracts exceed 3-months from their continuous start date.

Right to work: The post-holder must have the right to reside and work in the UK.

Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds

The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

Job Description Agreement

Recruitment Manager's signature	Iain Parks	Date	12/06/2025
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HR Manager's signature	Andrew Cooke	Date	12/06/2025

Preparation of Job Description

Author of Job Description	Iain Parks		
Date signed off	12/06/2025	Version – final	