

EARLY YEARS COORDINATOR

ROLE
DESCRIPTION



LAGAN VALLEY VINEYARD CHURCH (LVV) EARLY YEARS COORDINATOR (AGE 0-3.5)



Role: Early Years Coordinator (Age 0-3.5)

Location: Church Venue

Line Manager: Amy Woods (Generations Coordinator)

Salary: £27,750 (pro-rata)

Hours of Work: 16 hours per week (Sunday, Monday & Tuesday)

Start Date: TBC

Lagan Valley Vineyard is a vibrant family of approximately 500 people, on mission in Northern Ireland. Our dream is to see the entire Lagan Valley filled with the life of Jesus and our vision is to see the local expression of His Church here at LVV, on fire with the power of the Holy Spirit. We are deeply committed to understanding the local church as a family on mission, learning to proclaim and demonstrate the gospel of the Kingdom wherever we find ourselves. At LVV, we passionately believe that “everyone gets to play.” We know that children and young people carry an exceptionally profound understanding of the Kingdom of God, and play a role in demonstrating God’s nature to their families and the adults within our church family and leading our whole church deeper into the mission of God.

JOB SUMMARY

- To work alongside our Generations Coordinators in overseeing the spiritual development of children within our early years environments.
- Supporting parents, guardians, and children to encounter the Holy Spirit and worship Jesus through engaging in age-appropriate programmes.
- Excel at leading through others by recruiting, deploying, and supporting teams across early years environments, while partnering with Generations Coordinators and key volunteers to recruit, equip, and release volunteers within the LVV Kids community.
- To adhere to and oversee the implementation of all of LVV’s safeguarding policies.

KEY RESPONSIBILITIES



Vision & Strategy

- Develop and pioneer our Pre-Party environment (toddlers and preschoolers), transitioning it from a parent-led to a volunteer-led space, including building teams and coordinating the programme.
- Develop and pioneer a Tots and Toast type environment on Tuesday mornings.
- Maintain and oversee Family Space.
- Build strong relationships with parents and guardians, providing communication and support to encourage family engagement.
- Support Generation Coordinators with the transition from Pre-Party to Little Party.
- Act as point of contact for baby dedications and newborns born within the LVV community.

Teams & Volunteers

- Continuously identify, recruit, train and release volunteers to serve our children aged 0 - 3.5 years, according to their giftedness and competency.
- Continually develop an 'everyone gets to play' culture, through the recruitment of volunteer leaders who carry LVV's culture and who can effectively multiply that in others.
- Develop a culture of growth and unity through all teams involved in children's ministry.
- Management and communication of Pre-Party rota, compliant with required leadership ratios to ensure safety of children, as well as a positive experience of service.
- Ensuring all of our early years environments are a positive and enjoyable space to serve in.

Children's Environments

- Working with interns, compass students, and key volunteer leaders on the development and delivery of curriculum for our early years children that inspires them to live in the love and mission of Jesus. It is important that particularly our children curriculum centres on the role of parents/guardians in this process and include takeaways for whole family discipleship.
- Oversight and management of environments for 0 - 3.5 year olds, ensuring that volunteer leaders and teams have all they need to deliver programmes effectively. This includes briefing teams ahead of Sundays and programme times, set up/take down, and sign in/pick up systems.
- Ensuring each environment and aspect of ministry is easily accessible and welcoming to all children aged 0 - 3.5.

Safeguarding & Administration

- Uphold all church policy regarding children and young people.
- Working alongside the Generations team in budget management, in line with LVV finance policies.
- Periodically, we expect there to be other duties not listed above that this role will require.

The list of duties contained above is not intended to be exhaustive. Other duties not listed above may be required from time to time and it is a condition of employment that the post holder be willing to undertake other reasonable duties as may be required from time to time.

PERSONAL SPECIFICATIONS



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 x GCSEs (or equivalent) at grade C or above. 	<ul style="list-style-type: none"> • Engaged in or completed formal teaching, nursery/pre-primary or child care qualifications. • Engaged in or completed formal child development training. • Engaged in or completed formal Theological study.
Experience	<ul style="list-style-type: none"> • 3 years experience in serving or leading in children's ministry. • Experience in working with volunteers. • Experience in curating ministry programmes. 	<ul style="list-style-type: none"> • Experience in providing training to volunteers • Experience in coordinating events. • Experience in Child Protection Policy work and implementation. • Experience in launching new ministries in a church context. • Experience in Safeguarding process and procedures.
Skills	<ul style="list-style-type: none"> • Excellent written, email and verbal communication skills. • Able to work on own initiative. • Able to work as part of a team. • Able to understand and follow policies and procedures. • Leadership skills. • Public speaking skills. • Strategic skills. • Excellent organisational skills. 	<ul style="list-style-type: none"> • Experience in social media communication.

(Personal Specifications continued on next page)

	Essential	Desirable
Character	<ul style="list-style-type: none"> • Demonstration of faith in Jesus and practice of Lagan Valley Vineyard's Statement of Faith. • Willingness and ability to communicate your own story of your faith journey. • Willingness and ability to express Lagan Valley Vineyard's unique values and priorities. 	<ul style="list-style-type: none"> • Knowledge and experience of the Lagan Valley Vineyard Church community.

Note: An applicant will not be shortlisted unless they demonstrate on their application from that they meet all the essential criteria. The employer reserves the right to apply the desirable criteria to assist with shortlisting in the event of too many candidates to interview meeting all the essential criteria.

All applicants must be legally permitted to work in the UK.

At LVV we hire for character, competence, chemistry, and culture.

Character – You must love Jesus, His church, and be committed to the mission of LVV.

Competence - You must be an outstanding person with a high level of gifting and ability.

Chemistry – You must be a relational fit with our team, particularly those you will be leading and working closely with.

Culture – You must be someone who will engage with, embrace and impart the culture of Lagan Valley Vineyard.

LVV has five core leadership behaviours that we aspire to:

Honesty (telling each other the last 10%), **Bravery** (valuing courage before comfort), **Kindness** (people feeling valued), **Growth** (we won't settle), and **Fun** (havalaff).

APPLICATION DETAILS

To apply, please submit an application form (accessible via laganvalleyvineyard.com/join-our-team) to:

chris@laganvalleyvineyard.com.

Closing date for applications:

Monday 15th June 2026 @ 5PM





There's a place here for you.

