# KIDS COORDINATOR

## ROLE DESCRIPTION

LAGAN VALLEY VINEYARD

LVV KIDS



# LAGAN VALLEY VINEYARD CHURCH (LVV) KIDS COORDINATOR

**Role:** Kids Coordinator
**Location:** Church Office (Altona Business Park)
**Line Manager:** Amy Woods (Generations Pastor)
**Salary:** £27,750 (pro rata)
**Hours of Work:** 30 hours per week (Sunday - Wednesday)
**Start Date:** TBD

Lagan Valley Vineyard is a vibrant family of approximately 600 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. They play a role in demonstrating God's nature to their families and the adults within our church family, leading our whole church deeper into the mission of God.

## JOB SUMMARY

- To oversee and coordinate, alongside our Generations Pastors, the spiritual development of the children of Lagan Valley Vineyard, inviting 4-11 year olds to meet Jesus, learn to worship Him, and join in with what He is doing in their everyday lives through Little Party and Big Party environments on Sunday mornings.
- To work as a team with our Generations Staff in casting vision and developing a church-wide, intergenerational strategy of reaching, discipling, and leading children into a Jesus-centred life.
- To share in leading, planning, and hosting annual events rhythms (mainly Autumn Family Fest, Christmas Family Fest, Easter Camp, and Nua Festival).
- To excel at 'leading through others'. This role involves the recruitment, deployment, and support of teams and volunteers who deliver our vision of discipleship and mission across our children's ministry.
- To adhere to and oversee the implementation of all LVV Child Protection and Child Safeguarding Policies.

## KEY RESPONSIBILITIES

### *Vision & Strategy*

- Promote children's ministry through effective communication of values, vision, and stories with children, parents, and the wider church family.
- Coordinate ministry environments and events to equip children and support families as they follow Jesus and join in with what He is doing in their schools, neighbourhoods, and communities.

### *Teams & Volunteers*

- Identify, recruit, train, and release volunteers to serve our children according to their giftedness and competency.
- Further develop our 'everyone gets to play' culture through the recruitment of volunteer leaders who can effectively create and add to this culture.
- Cultivate an environment of growth and unity through teams involved in children's ministry.
- Manage and communicate rotas compliant with required leadership ratios to ensure the safety of children, as well as a positive experience of our services.

### *Children's Environments*

- Work with Generations Pastors on the development and delivery of curriculum for our children that inspires them to live in the love and mission of Jesus. It is important that our curriculum centres on the role of parents in this process and includes takeaways for whole family discipleship.
- Oversee and plan annual rhythms of events, discipleship, resources, and experiences that will lead children and their families into a Jesus-centred life. This includes Autumn Family Fest, Christmas Family Fest, Easter Camp, Nua Festival, and our LVV Family Services ("all-in" services).

***Children's Environments*** *(cont'd)*

- Manage our Little Party and Big Party environments to ensure volunteer leaders and teams have all they need to deliver programmes effectively. This includes briefing teams ahead of Sundays and programmes, set up, take down, and sign in/sign out systems.
- Ensure each environment and aspect of ministry is accessible, inclusive, and welcoming to all children.
- Contribute to our environments with children being a positive and enjoyable space to serve in.

***Safeguarding & Administration***

- Uphold all church policies regarding children.
- Uphold onboarding process for volunteers, including the annual review of Child Protection Training and maintenance of Access NI registration.
- Work alongside the Generations Pastors in management of the children's ministry budget, in line with LVV finance policies.

*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** | • 5 x GCSEs (or equivalent) at grade C or above. | • Engaged in or completed children's ministry training.<br>• Engaged in or completed formal child development training.<br>• Engaged in or completed formal Theological study. |
| **Experience** | • 3 years experience in leading or coordinating (in a paid or voluntary capacity) children's ministry.<br>• Experience in working with volunteers and leading teams.<br>• Experience in coordinating events. | • Experience in providing training to volunteers.<br>• Experience in Child Protection Policy work and implementation.<br>• Experience in launching new ministries in a church context.<br>• Experience in curating ministry programmes. |
| **Skills** | • Excellent written, email, and verbal communication skills.<br>• Able to work both on own initiative and in a team.<br>• Understand and follow policies and procedures.<br>• Leadership skills.<br>• Public speaking skills.<br>• Strategic skills.<br>• Excellent organisational skills. | • Experience in social media communication.<br>• Experience in communicating and building relationships with parents/carers. |

*(Personal Specifications continued on next page)*

| | Essential | Desirable |
|---|---|---|
| **Character** | • Demonstration of faith in Jesus and practice of Lagan Valley Vineyard's Statement of Faith.<br>• Willingness and ability to communicate your own story of your faith journey.<br>• Willingness and ability to express Lagan Valley Vineyard's unique values and priorities. | • Knowledge and experience of the Lagan Valley Vineyard Church community. |

**Note:** An applicant will not be shortlisted unless they demonstrate on their application form 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 have to love Jesus, love the church, and be committed to our mission at 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 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: **amy@laganvalleyvineyard.com.**

**Closing date for applications:**
**Tuesday 1st December 2026 at 5PM**

*If shortlisted for an interview, these will be held on the 9th and 10th December.*

LV VINEYARD

LAGAN
VALLEY
VINEYARD

*There's a place here for you.*

LVV KIDS