

DEPUTY DIRECTOR OF CHILDREN'S MINISTRY

2025

St Paul's and St George's (Ps & Gs) is a vibrant Scottish Episcopal (Anglican) Church in the centre of Edinburgh with a growing congregation of around 1,000. At our heart we believe that we are called to be **whole life disciples, sharing the whole of the gospel, with the whole of society, through churches of grace.**

Attendance at our children's and youth ministry activities is growing. We have an incredible opportunity to have a positive impact on the lives of these young people as they explore the Christian faith and build a relationship with Jesus.

Are you passionate about children's ministry? Do you relish seeing children grow and develop in faith? Do you enjoy supporting, planning, organising and resourcing? Do you have previous experience of working in these areas?

If so, we'd love you to read on and prayerfully consider if God might be calling you to support our Director of Children's Ministry as their deputy.

Before you continue, it's helpful for you to know these key points. Successful applicants must:

- Already have the right to live and work in the UK.
- Be a practicing committed Christian (There is an occupational requirement for the post-holder to be a practising Christian in accordance with Schedule 9 of the Equality Act 2010).
- Join the Disclosure Scotland PVG Scheme and be able to work with children.
- Be able to commit fully to the vision, values and strategy of Ps & Gs.

Welcome and thank you

Hello and thank you for your interest in this Children's Ministry role at Ps & Gs.

95% of the population of Edinburgh do not know Jesus. We are passionate about seeing that statistic reduced. Children's ministry is a key part of our church life and plays a pivotal role in helping more people hear and respond to the Gospel. We have the privilege of discipling children and young people and helping with their spiritual formation at this important stage in their lives. Our new Deputy Director of Children's Ministry will play a key role in this.

Please be assured of our prayers as you seek whether God is calling you in to this rewarding and impactful support role. We can't wait to find out who is going to be joining us at this exciting time in the life of the church.

Please take some time to read on to get to know us and learn about the role. If I can be of help or you require any more information, I would be happy to hear from you – please get in touch via the Church Office. Thanks again for your interest.

Yours warmly,



Dave Richards | Rector



About the role

The objective of this role is to support the Director of Children's Ministry in the practical day-to-day delivery of Ps & Gs Children's Ministry (CM) in line with the vision and strategy. You will:

1. assist with the practical delivery of Children's Ministry activities
2. assist with the safe recruitment and coordination of Children's Ministry volunteers
3. carry out tasks relating to resourcing, administration and planning
4. oversee the running of our Baby Bank Ministry

Practical delivery of Children's Ministry activities

Ps & Gs provides a range of CM activities to a growing number of children. You will:

- be involved in running our Sunday Groups at the 10.00 am service.
- be involved in running our Babies and Toddlers (Bs & Ts) groups on a Thursday
- assist with other activities such as Bounce, Energise, All-In services and seasonal events
- act on behalf of the Director of Children's Ministry in their absence
- help with the delivery of CM activities as we plan to expand Ps & Gs to other sites in Edinburgh

Volunteer recruitment and scheduling

Building and developing a great team is key! You will be responsible for:

- assisting with the safe and efficient recruitment of volunteers for various teams
- scheduling the rota for Sunday groups and Bs & Ts
- ensuring teams have key information to run programmes effectively and safely (such as Fire Safety, Risk Assessments, Safeguarding Policies etc.)

Resources and administration

CM activities flourish when they are well-planned, resourced and organised. You will be responsible for:

- planning, organising and resourcing Sunday Groups (both Pre-School and Primary)
- ensuring Safeguarding and Health and Safety policies are adhered to
- having an awareness of the Children's Ministry budget and operating costs
- contributing to the delivery of resourcing and administration support as we develop more Ps & Gs sites

Role continued on next page

Role continued

Oversight of the Baby Bank ministry

Our Baby Bank aims to support new and expectant parents, particularly those in financial difficulty, by providing a Starter Pack of essentials for mum and baby. You will be responsible for:

- ordering resources and creating packs
- sourcing and storing additional/pre-loved items (buggies, cots etc.)
- liaising with, and building relationships with clients and health professionals
- liaising with our Baby Bank Administrator (volunteer)

Working as part of the Ps & Gs staff team

All staff members play their part in the wider team. You will be committed to:

- Getting involved in the implementation of the vision and strategy of Ps & Gs.
- Living out our staff values, which are all underpinned by our central value of faith in Jesus. These values are: trust and support, teamwork, relationships, wellbeing, dedication, and creativity and innovation.
- Playing your part as a leader and role model within the church community.

Who you'll work with

You will have a variety of key relationships:

- You will be line managed by the Director of Children's Ministry, Rachel Cooney.
- You will help lead and coordinate our team of Children's Ministry Volunteers.
- You will build rapport with Ps & Gs children and their parents.

A full staff organisation chart can be found on page 6.

Ps & Gs Children

Ps & Gs Children's current programme is:

- **Sunday Groups:** weekly age-specific groups during the 10 am service for 0-11 year olds.
- **Parents Group:** weekly group on Mondays for Ps & Gs families with new babies.
- **Babies and Toddlers (Bs & Ts):** weekly group on Thursdays 0-4 year olds with toys, snacks and singing.
- **Bounce:** monthly Saturday event for 3-7 year olds with a bouncy castle, face painting and more!
- **Energise:** monthly Saturday event for 9-11 year olds with pizza, games and more!

Our Sunday groups have an average of 100 children each week, with a similar number attending Bs & Ts each week.

Who you are

The successful post holder will:

- Be a committed evangelical Christian who has a mature faith, and a strong understanding of the foundations of Christian faith and its outworkings in children's lives.
- Be committed to the vision, values and overall strategy and direction of Ps & Gs Church.
- Be passionate about children developing their relationship with Jesus and have thought through children's role and involvement in a church community.
- Have proven ability to communicate and relate to children; and be able to plan creative, age appropriate and engaging activities.
- Have strong inter-personal skills, humility and self-awareness.
- Thrive being in a supporting role but be able to confidently deputise in the absence of the Director of Children's Ministry.
- Have broad experience in working with children in either a Christian or secular environment.

Previous Experience and Skills Requirements

- **Previous Experience in Children's Ministry or Youth Work**
 - Voluntary or paid work with Sunday Groups, church clubs, holiday clubs, or Christian camps.
- **Understanding of Christian Education Principles**
 - Familiarity with age-appropriate Bible teaching methods and curriculum (e.g. Scripture Union, Urban Saints, or other UK-based resources).
- **Safeguarding Knowledge**
 - Good awareness of child protection policies in a church context.
- **Organisational and Planning Skills:**
 - Ability to plan and lead children's groups, events, and seasonal activities (e.g. Christmas and Easter services).

Desirable; in addition, the post holder may:

- have broad knowledge of children's ministry current thinking and resources.
- have experience of working with volunteers and the ability to encourage, support and motivate teams.
- have experience in administration and forward-planning.
- have experience of curriculum planning.
- have training and qualifications in Child Development or Education (SVQ/NVQ, HNC/HND, or similar) in childcare, education, or youth work.
- have good IT and media skills with experience in presentations, digital storytelling and/or online communication with parents/carers and children.

Who we are

We are at an exciting time in the life of Ps & Gs and the church is growing. We have been continuing to deliver and expand our ministries to respond to the ever-changing needs of our congregation and city. We have three Sunday services, a vibrant community life with nearly 30 ministry areas, and many opportunities to serve those around us. As well as Sunday services, we offer a wide range of courses, activities and ministries.

We are passionate about evangelism and run the Alpha Course. Our Saturday Meal reaches out to the vulnerable and homeless in our community by providing a free hot meal every weekend. Our Children's Ministry is growing, and engaging regularly with families, whether they attend church on Sundays or through our midweek Babies and Toddlers group. Our youthwork is growing and developing. There is much to be thankful for.

We are a gathered church and so encourage people to become whole life disciples through local Connect Groups. We ask that anyone who calls Ps & Gs their home church gets actively involved by regularly praying for the work, serving as part of a volunteer team, and by giving financially to keep making church happen.

Built in 1818, and extended and refurbished in 2008, the imposing church building on York Place stands in a strategic location in Edinburgh's beautiful New Town, adjacent to the St James Quarter. Children's ministry activities and groups take place within the church building and in adjacent buildings on Broughton Street and York Place.

STRATEGY

We are seeking God as we develop a strategy and plans for the next 5 years. We are spending time as a church praying and listening, and plan to launch a new strategy in autumn 2025.

Find out more here:

www.psandgs.org.uk/strategy

What it's like to work here

Ps & Gs is a lively, active and vibrant church - there is always ministry activity going on. We are a collaborative team who support each other in work and friendship.

We encourage creativity and are open to taking risks. It is a fun and sociable workplace - laughter is often heard and we do not take ourselves too seriously. Although we are involved in spiritually significant and serious work, we believe it should be done with joy, cheerfulness, good humour and generosity.

We have regular team meetings to ensure good communication and opportunities for fellowship, learning and growth.

Benefits

1. The salary for this role is £27,000 (pro rata for 4 days per week: £21,600).
2. You will be entitled to five weeks holiday per year (including five Sundays), plus five designated public holidays, plus four public holidays to be taken at a time of your choosing. The majority of holidays will be taken in school holidays and are agreed with your line manager.
3. You will be enrolled in a direct contribution pension scheme with an 8% employer contribution. (Usually NEST however other arrangements can be negotiated.)
4. You are entitled to prayer and study days, 10 per year.
5. There can be flexibility with this role to allow for part-time study for a relevant qualification, or for someone who was looking to do a term-time role.



Key Information

1. There is an occupational requirement for the post-holder to be a practising Christian in accordance with Schedule 9 of the Equality Act 2010.
2. The role is part-time, 28 hours per week, excluding breaks, working over four days, including Sundays and Thursdays.
3. Diversity – The Ps & Gs Vestry believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic backgrounds.
4. The role is permanent and has a mutually-reviewable probationary period of six months.
5. The notice period is three months.
6. The role reports to the Director of Children's Ministry and is appraised annually.
7. The appointment will be subject to you, if successful, obtaining a PVG Scheme Record through Disclosure Scotland. If you are invited to interview, you will receive more information about this.
8. You must already have the right to live and work in the UK.
9. You will be based at the offices at 10 and 12 Broughton Street on your normal working days.

Next steps: how to apply

Informal exploratory chats are welcome – please make contact to schedule a call with our Rector, Dave Richards via the Church Office: office@psandgs.org.uk or 0131 556 1335.

To apply, please complete an application form (available at www.psandgs.org.uk/jobs) and return alongside your CV to David Shanks (david@psandgs.org.uk) by the closing deadline shown below.

Key Dates

- The application closing date for this post is at **12 noon on Wednesday 30 July 2025**.
- Initial interviews will take place in **early August 2025** in person at Ps & Gs Church.
- Start date is as soon as possible after interview in **August/September 2025**.



And finally... a bit about Edinburgh

Edinburgh is home to Ps & Gs and is Scotland's capital. It is a vibrant, cosmopolitan, and cultural city with a fascinating history, a stunning skyline, and a wonderful location on the Firth of Forth. The city's population doubles during the summer months as the various Festivals (Art, Jazz & Blues, Book & Storytelling, Film, Science, International Festival, and the Fringe) welcome over half a million people from across the world.

With four Universities, Edinburgh truly lives up to its reputation as a seat of learning and research. The city is a thriving centre for finance and commerce. With its UNESCO World Heritage listing, its famous Military Tattoo and Hogmanay celebrations, it is known as one of the leading cities of the world. Acres of green space, the quaint Old Town and the stunning Georgian New Town contribute to making this city a great place to be.

We think Edinburgh is a wonderful city in which to live, work and worship: all the resources and culture of a capital city, but on a manageable scale. It is a haven for foodies with an incredible concentration of diverse eateries across the city. Coffee lovers enjoy the array of independent cafes and coffee houses on offer (many of them within walking distance of Ps & Gs!). Coast and mountains are nearby, and Arthur's Seat looms in the heart of the city. Edinburgh really has something for everyone!



Our structure

Vestry

The Vestry operate as non-executive trustees and hold the responsibility for finance, property, safeguarding and the overall strategic direction of the church.

The Vestry is made up of elected members of the congregation, clergy and Operations Director (ex officio), and is chaired by the Rector.

Staff

The staff are responsible for enabling the day-to-day operational ministry of the church.

The church has a strong and committed volunteer base of over 400 people who play an active role in enabling our various areas of ministry – a number of which are volunteer-led.

See the team: www.psandgs.org.uk/staff

VESTRY & SUB-GROUPS

VESTRY

Dave Richards
Chair
12 Elected Members

VESTRY SUB-GROUPS

Finance Group
Global Focus Team
Micah Team
Safeguarding Advisory Group
Staffing Group

STAFF TEAM

RECTOR

Dave Richards

ASSOCIATE RECTOR

Andy Croft

CURATE

Eilidh Proudfoot

OPERATIONS DIRECTOR

Andrew Marrian

MINISTRY TEAM

Joanne Arton
Worship Director

MINISTRY TEAM

Position Vacant
Production Coordinator

MINISTRY TEAM

Rachel Cooney
Director of Children's Ministry

MINISTRY TEAM

Position Vacant
Deputy Director of Children's Ministry

MINISTRY TEAM

Rebekah Unsworth
Student Worker

MINISTRY TEAM

Mark Dawson
Youth Worker

OPERATIONS TEAM

Gordon Cooney
Facilities Manager

OPERATIONS TEAM

Matty Angus
Caretaker

OPERATIONS TEAM

Position Vacant
Housekeeper

CARETAKERS

Casual Caretakers

OPERATIONS TEAM

Chris Drury
Property Manager
Kenny Roy
Finance Manager (Treasurer)
Mairi Simpson
Finance Assistant

OPERATIONS TEAM

David Shanks
Administration Manager

MINISTRY TEAM

Hannah Biss
Saturday Meal Coordinator

OPERATIONS TEAM

Thea Macdonald
Events Manager

OPERATIONS TEAM

Chirstin Macaulay
Events & Communications Administrator

EVENTS TEAM

Casual Events Team