

Schools Worker Job Description

Reporting Line Manager: Team Rector

Terms & Conditions Hours: 35 hours per week, flexible role, some weekends and evenings required – however, there is an opportunity to discuss a part-time role if preferable

Salary: £32,000

Fixed Term Contract: This is a one-year full time contract, however there is the opportunity to discuss a part-time contract, paid over two years, if preferable.

To Apply: Email admin@stmaryswalthamstow.org your CV along with a covering letter describing how you meet the Person Specification, as well as the names and contact details of two referees who can attest to your Christian faith and ability to thrive in this role.

Deadline to Apply: 12pm on Tuesday 11th November 2025

Background

In 2019, the Parish of Walthamstow received funding from the Church of England's Strategic Development Fund (SDF) for pioneering work on local housing estates. Whilst there were some partnerships and joint projects in place, the Parish was looking to build closer connections with our neighbouring estates and the funding enabled us to make a significant investment of time and resource into ministry and service in this area.

Overseen by a Lead Pioneer working alongside a church planter and members of an internship scheme, the project employed community organising principles to build relationships with the local community, to listen to its needs, and to work together to bring about change while enabling people to make stronger links with the church community.

This process of listening and community engagement revealed a particular concern around youth safety, anti-social behaviour and after-school provision for young people. In response, the Lead Pioneer and team partnered with local charity Worth Unlimited to offer a weekly after-school safe space, serving hot chocolates and offering activities and time for conversation and discussion. Over time, the stall drew up to 300 young people each week, many of whom would stay for conversation or to take part in the activities available.

In turn, this project led to the development of new relationships with local schools, including invitations to lead collective worship, host students for church visits, develop transition and mentoring programmes and work closely with school chaplaincy and well-being teams. When the SDF funding for this work came to an end, the PCC (Parochial Church Council) spent time praying and discerning the next steps of the project. It was clear the Parish was committed to continuing the excellent work begun on the estates, to developing the partnership work with Worth Unlimited and to investing in the development of schools work.

With this in mind, the Parish of Walthamstow now seeks a dedicated Schools Worker to lead this next season of the project.

What We Offer

The Parish of Walthamstow is a growing and vibrant parish of two churches (St Mary's Walthamstow and St Gabriel's, Walthamstow), serving central Walthamstow and the Wood Street areas. Walthamstow itself is diverse and creative with a strong sense of community and a reputation for caring about issues of social justice and acting together for change.

The Parish has a staff team of six (both full-time and part-time) and there are four members of the clergy licensed to the Parish (two clergy members are full-time – a curate and the Team Rector – while other clergy assist the Parish on a house-for-duty and volunteer basis). We are blessed with strong lay leadership, a supportive and gifted PCC and many connections with our local community. We strive to create a positive working environment, taking health and well-being seriously and working hard together in faithfulness to God's call.

Our close partnership with Worth Unlimited means that we are able to offer high quality youth work training and a wide network of support alongside training opportunities available through the Parish and the Diocese.

Responsibilities

- To build on existing relationships with schools within the boundaries of the Parish of Walthamstow and, in consultation with the clergy, across the deanery
- To support schools in the delivery of RE and collective worship when invited to do so
- To work with clergy to plan, lead and deliver special programmes and services around the church festivals (Harvest, Christmas, Easter)
- To support the well-being, mental health and spirituality provision in local schools, working with chaplaincy and well-being leads
- To support primary-secondary transition programmes in local schools
- To work in partnership with Worth Unlimited and other local organisations to support or develop mentoring programmes
- To support the development of spirituality in local schools (eg Prayer Spaces in School, Spirituality Days)
- To work with the clergy in the development of school-based courses for the admission of children to communion or confirmation.

Representing the Parish in the Wider Community

- To model Christian values in the community and to be an ambassador for the Parish of Walthamstow in schools and community networks, demonstrating our values in all relationships and interactions

Relationship and Partnership Development

- To work with clergy, staff team, volunteers and local partners of the Parish of Walthamstow in building relationships with local schools and the neighbouring community
- To work alongside Children and Youth Leaders in the Parish of Walthamstow, building links and connections with these ministries where possible and appropriate
- To be proactive in contacting educational institutions and relevant local organisations whilst nurturing and encouraging existing relationships.
- To work closely with our key partner, Worth Unlimited, to continue and develop an expression of community outreach and after school provision for young people.
- To support and collaborate on joint projects with Worth Unlimited and to be an advocate for their work in the local community

- To work closely with the Centre for Theology and Community and Waltham Forest Citizens, learning and employing the methodologies of community organising as a core part of any work.
- To be a key contact between local youth work organisations and the London Borough of Waltham Forest, the police and community networks
- To work with the Head of Missional Programme Management, the Estates Youth Missional Lead and wider team in the Diocese of Chelmsford, communicating progress and to participate in Diocesan youth and schools work networks
- To participate in relevant youth and community networks in the local area

Developing Volunteers

- To recruit youth work volunteers using safer recruitment methods to support outreach and schools work
- To provide oversight of training opportunities and developing volunteers
- To serve as the key contact for young people seeking volunteering experience through Duke of Edinburgh or work experience programmes
- To liaise with community volunteering organisations and partners to ensure best practice for project volunteers

Administration

- To report to the PCC, the Diocese and other funders on progress
- To manage key administrative tasks such as safeguarding documentation, budget management and reporting in a timely and professional manner
- To support the Team Rector and other staff in the drafting of fundraising applications for continuation funding

Wider Team Roles

- Actively participate as a member of the Parish of Walthamstow staff team, attending the weekly staff meeting and communicating clearly
- Collaborate with Volunteers, Trustees, and Wardens to establish effective communication channels regarding the project
- Fulfil any other appropriate duties as assigned by the line manager

Person Specification

The Parish of Walthamstow is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers interacting with these groups to share this commitment. This position will be subject to a satisfactory DBS and reference checks.

Essential

- At least two years' experience of youth work, education or a related field
- A committed Christian, willing to worship regularly at one of our Parish churches (St

Gabriel's or St Mary's). There is a Genuine Occupational requirement (GOR) that the job holder must be a practising Christian in order to teach the Christian faith with integrity.

- An understanding of the Church of England in general, the Parish of Walthamstow in particular and is sympathetic to our ethos, aims and approach.
- Familiarity with and acceptance of the values and ethos of Inclusive Church
- A self-starter, able to demonstrate initiative and leadership ability
- A strong track-record of building relationships and working in partnership with others
- Excellent administrative and organisational skills
- An effective team worker
- Good time management
- A good understanding of safeguarding best practice and willingness to undertake all necessary training and implement best practices
- High level of communication skills, literacy, written and IT skills

Desirable

- Experience of working within a church setting
- Good knowledge of appropriate Christian resources and developments
- Willingness to undertake personal and professional development by study and training
- Some knowledge and experience of community organising principles
- Demonstrable experience of working with diverse groups of young people, including those with additional educational needs
- An awareness of different church contexts, and different styles of services and worship