



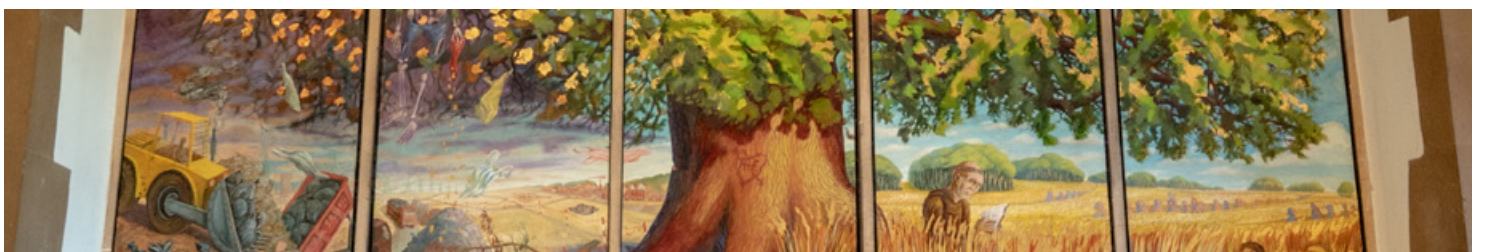
CHELMSFORD CATHEDRAL



LEARNING OFFICER WITH CHILDREN AND FAMILY DISCIPLESHIP

RECRUITMENT INFORMATION PACK

MAY 2026



Job description

Reports to: Residentiary Canon for Learning and Nurture (when appointed).

Key Relationships: Chief Operating Officer, Heads of Departments.

Annual Leave: The FTE annual leave entitlement is 30 days, in addition to 8 statutory bank holidays per year.

Salary: £29,500 – 30,500 per annum pro rata

Structure of the role

As a whole, this is a role which might appropriately be filled by an ordained person, but could also be a vital lay role. Potentially the role could be shared between two people, one overseeing the Learning Officer element and the other the Children and Family Discipleship. Further exploration of these different ways of envisaging the role could be explored at interview.

The role will be overseen by the Residentiary Canon for Learning and Nurture, itself a new role created in order to further this aspect of Chelmsford Cathedral's new vision and priorities.

The Learning Officer role is for 11 hours per week in school time, together with some working during school holidays. It will involve co-ordination, planning and leading schools in their learning and the planning of activities, according to demand and resources.

The Children and Families role requires out of hours working, to include weekends, evening and bank holidays, so flexibility is required. This role is for 10 hours per week consisting of 3 hours on a Sunday morning, 3 hours on a Wednesday morning and 1 hour on a Thursday morning for the Ministry team meeting, plus time for preparation, planning and liaison.



Introduction by the Dean



I am delighted that you have expressed an interest in the role of Learning Officer with Children and Family Discipleship at Chelmsford Cathedral. Chelmsford Cathedral, the Cathedral for the Diocese of Chelmsford, stands at the very centre of the county of Essex. As well as serving the whole of that richly diverse county, it also serves East London.

A parish church Cathedral (it acquired Cathedral status in 1914), the building is 15th Century; but its interior, vividly and creatively reordered in the later twentieth century, glows with an evocative clarity of rare colour and warmth.

It has been described as a "jewel box of contemporary art" – from the haunting and sombre external sculpture of St Peter by Thomas Huxley Jones to the green and gold of Mark Cazalet's Tree of Life mural; from the bright ordered geometry of Beryl Dean's patchwork at the East end of the Chancel to the stark glass etching of St Cedd in the chapel dedicated to him in the north-west corner.

At the heart of both city and county, the Cathedral is a hub for a rich variety of community activity. It's a space for refreshment, respite and prayer for hundreds of people every day passing through its grounds.

It's a gathering place for schools, for civic events and services (such as the Justice Service and the Mayor's annual service), for diocesan occasions such as ordinations; and, of course, the great Feasts of Christmas and Easter, where the intimate space of one of England's smallest Cathedrals is crowded out. Its congregation is thriving and diverse, with a lively junior church, and its liturgical and musical life is flourishing, with a rapidly growing choir of young choristers (boys and girls) as well as adult singers.

The Cathedral is growing its appetite for curating, hosting and theming a variety of cultural and educational events such as concerts, lectures and exhibitions. It is scoping its potential for social action in a busy city where a variety of need presents itself almost daily. And underpinning all that the Cathedral does are the daily services of prayer, song and communion, praying for a city, county, diocese and world in need of peace and compassion.

**The Very Revd Dr Jessica Martin,
Dean of Chelmsford Cathedral**

Role overview

Role overview for both positions

Chelmsford Cathedral is seeking an enthusiastic and creative person to help develop our work with schools, children and families. This role forms part of the Cathedral's new vision priority of Learning and Nurture and offers an exciting opportunity for the post holder to build on strong foundations, while shaping future ministry and outreach. Working with established volunteer teams, the successful candidate will strengthen the Cathedral's engagement with schools, children and families, contributing to areas of significant growth and supporting [the Church of England's Growing Faith agenda](#). The different areas of work are at varying stages of development, offering scope for creativity, leadership and new initiatives.

Reporting to the Canon for Learning and Nurture, you will be joining Chelmsford Cathedral at an exciting time of change and development.



As Learning Officer you will grow and develop our work with schools in liaison with the Diocesan Education Team, including its **Mustard Seed Team** and the Cathedral's volunteer schools team. In liaison with the Events team you will also develop and deliver half-term and holiday provision.

Within Children and Family Discipleship you will deliver the weekly Junior Church, developing whole-family discipleship and offering growth pathways for older children through Junior Church Plus, as part of a strategic vision for Children and Families held across the ministry team. You will maintain missional oversight for the toddler group Little Robins and its volunteer team.

The post holder will play a key role in providing ad-hoc administrative requirements and facilities assistance, help with the procurement of supplies and provide a warm welcome to visitors.

Role overview for the Learning officer

Our Schools engagement is at an earlier stage of development but has enormous potential, building on the work done by the previous Canon for Education, who left the role in September 2025 for parish ministry.

There is a good working relationship with the **Diocesan Board of Education's** work across the diocese, in its turn also linked to the **Church of England's Growing Faith agenda**.

There is an established volunteer team, and warm relationships with a significant group of schools, though the work has had to be much more modest in recent months due to limits in capacity.

The Cathedral partners with the diocese in hosting diocesan education events such as the **Year 6 Leavers' Service**, we make no charge for the schools or for diocesan education events, and are ready for a fresh and creative relaunch of its schools programme.

"We will not hide them from their descendants; we will tell the next generation the praiseworthy deeds of the Lord, his power, and the wonders he has done."

Psalm 78:4



Role Specification

Role specification for the Learning officer

- You will have oversight of the volunteer schools team, planning and co-ordinating school visits and developing a programme that will be missional as well as adding value to specific learning outcomes for the schools that visit. As part of your oversight you will hold responsibility, alongside the Head of Events, Volunteers and Visitor Engagement, for risk assessments, safeguarding arrangements and safer recruitment, induction and training for volunteers on your schools team;
- You will work closely with the diocesan education team to plan and deliver larger diocesan education projects when based in the Cathedral;
- You will work with the Bradwell Schools Pilgrimage team as appropriate for the week of the **Schools Pilgrimage at Bradwell Chapel** in early July;
- You will, in liaison with the diocesan education team, align the schools visits programme with the Church of England Growing Faith initiative, mindful of the unique learning and missional possibilities of the Cathedral setting and creatively responsive to the challenges schools experience around the costs of visiting in person;
- As the schools programme develops, you will work to provide in-classroom resources alongside the school visits programme;
- You will work in liaison with the Events team to plan and deliver half-term and holiday activities, as possible and appropriate across the year;
- You will liaise with the Communications Team to ensure all activities, events and initiatives you are involved with are communicated effectively internally to the Cathedral and Diocese and externally to the local community;



Person Specification

Person specification for the Learning officer

Essential:

- A person in sympathy with the ethos and aims of the Christian faith and of The Church of England.
- A collaborative person of proven commitment, absolute integrity, resilience, calm and a sense of proportion.
- Knowledge and experience of educational practice particularly in the area of the spiritual development of children.
- A creative, energetic person with a 'can do' attitude, able to handle and oversee a wide range of projects.
- Experience of working with volunteers.
- Able to demonstrate leadership, team building and training skills.
- Excellent organisational and communication skills.
- Ability to prioritise, manage work to meet deadlines and produce reports.

Desirable

- A current teaching qualification eg PGCE, TA training at Level 2 or above, or a Level 3 ITC Award in Learning Beyond the Classroom.
- A first aid qualification (can be provided).
- An understanding of financial budgeting.



Role Overview

Role overview for the Childrens and Family Discipleship role

The work with Children and Family Discipleship will focus on **Junior Church**, currently a group of children aged roughly 2-9 and their families, who meet during the 9.30am Sunday Eucharist and join us for communion. The group, which is outgrowing its meeting place of St Cedd's Hall in the Chapter House, comprises up to half of the 9.30 congregation; in an 'average' week we might expect 40-50 attending across children and adults, and attendance is frequently higher. There is whole-family discipleship work to develop, and the 'Junior Church Plus' for the over-8s is in its early stages. There will need to be thought for youth work in the not too distant future.

As well as Junior Church the Cathedral runs a toddler group, Little Robins, which has a dedicated volunteer presence and would benefit from missional leadership.

There is a close relationship between the Cathedral and the **Cathedral School**, the local Church of England primary school in the parish, for which church attendance is an admission criterion. The Dean is an ex officio Governor, and the Deputy Cathedral Warden and the Director of Music are both represented on the Governing Body. Clergy visit weekly for collective worship, as does the Director of Music; and the school, which has a clear and joyful Christian ethos, worships in the Cathedral at least once a term.



Role Specification



Role specification for the Childrens and Family Discipleship role

- With the Canon for Learning and Nurture and the wider ministry team, you will have oversight of, and will deliver the liturgical pattern for Junior Church, which should work closely and creatively with the liturgical pattern of the service taking place in the Cathedral at the same time. Junior Church is attended by parents and carers along with their children so thought must be given to whole-family nurture in that preparation. Junior Church meets in St Cedd's Hall in the Chapter House from 9am, beginning with refreshments. They leave St Cedd's Hall to join the congregation of the 9.30am service at 10.10am, afterwards joining the congregation for coffee following the service.
- You will have oversight of an experienced volunteer team, and will take responsibility, alongside the Head of Events, Volunteers and Visitor Engagement and the Cathedral wardens, for risk assessments, safeguarding training and check, volunteer recruitment and induction, and the safe delivery of all Junior Church activities.
- You will work alongside the ministry team to form a part of planning and providing for the all-age Eucharist on the last Sunday of each month.
- You will deliver the provision of 'Little Robins', a parent and toddler group meeting on Wednesday mornings. You will oversee the volunteering team and recruit and train train volunteers according to our safer recruitment and safeguarding policies.
- You will attend the ministry team meetings and provide reports on other meetings as requested.
- You will be expected, together with the ministry team, to provide additional children's and families' activities at Easter and Christmas and three other occasions during the year, as agreed in the team.
- You will liaise with the Communications Team to ensure all activities, events and initiatives you are involved with are communicated effectively internally to the Cathedral and Diocese and externally to the local community.
- You will be expected to liaise with the Brownies, Guides, Cubs and Scouts, in particular preparing them for attendance at the three times a year parade services.

Person Specification

Person specification for the Childrens and Family Discipleship role

Essential:

- A genuine occupational requirement that you are a member of a Christian denomination which is in sympathy with The Church of England, with knowledge of the mission and ethos of an Anglican Cathedral.
- Of a professional nature with experience of working with children and adults who is flexible and open to learning and change.
- Knowledge and experience of educational practice particularly in the area of the spiritual development of children and families.
- Commitment to and a passion for working with children and families.
- Ability and credibility to work with educational professionals, clergy and lay ministers, colleagues and volunteers in church settings.

Desirable:

- Godly Play training (can be provided).
- Church of England Catalyst training.
- Liturgical familiarity and experience with adapting liturgy for children and families.
- A first aid qualification (can be provided).
- An understanding of financial budgeting.



Role Specification

Role specification for both positions

- You will be expected to undertake, professionally and appropriately, any other duties reasonably requested.
- You will undertake training required for your role, or agreed as appropriate, for future development, which may include, for example, Godly Play training/Learning Outside the Classroom accreditation.
- You will contribute to supervision and performance management arrangements by your line manager such as 1-1 meetings and interim/full year appraisal (PDR) reviews.
- You will work in accordance with the **Cathedral's Equal Opportunities policy**.

Any other duties

- This job description gives an overview of your responsibilities. It does not form part of your contract of employment, and you may be required to undertake other duties that it is reasonable to ask of you given your knowledge, skills, experience and level of training.
- You may be required, with notice, to work outside of your normal working hours, for which time off in lieu will be given.



Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely, with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of six months and then destroyed. If you are the successful candidate, your application form and cover letter will be retained and form the basis of your personnel record. By submitting your application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Safeguarding

Chelmsford Cathedral is committed to the protection, safeguarding, care and nurture of all children and vulnerable adults within the church community. Our Safeguarding policy complements and is compliant with the Church of England's safeguarding policy statement for children, young people and adults, 'Promoting a Safer Church' (2017). You will need to have an enhanced DBS check (including barred list check) before commencing work. Safeguarding training will be supplied.



Equality, Diversity and Belonging

At Chelmsford Cathedral we believe in a Church that welcomes and serves, celebrates and affirms all people, and does not discriminate on the basis of age, disability, ethnicity, gender, gender identity or sexuality. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone.

The Cathedral recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination. Chelmsford Cathedral will seek to promote the principles of equality and diversity in all its dealings and with all its staff and those who act on the Cathedral's behalf are required to adhere to this policy.

To request an initial discussion about the role please email samantha.hughes@chelmsfordcathedral.org.uk.

To apply please complete the application form on our website, along with a covering letter, with reference to the role and return by email to samantha.hughes@chelmsfordcathedral.org.uk

The deadline for applications is midday on 12 June 2026

Interviews will take place on 9 July 2026.

More information about the process will be provided to the shortlisted candidates nearer the time.

The successful candidate will be offered the post conditionally until all Safer Recruitment checks are completed satisfactorily. This post is offered with a four-month probation period.

Use of AI in your application

We appreciate that you may want to use AI tools to help you with your application. We're happy for you to use AI to come up with ideas and help structure your thoughts, but you shouldn't use AI to fabricate information or write your whole application for you.

One of our values is integrity, and although we want you to demonstrate your best self, we don't want an AI-generated persona. If you simply copy and paste AI-generated content into your application, this will reduce your chances of success.

Accessibility

Should you require any reasonable adjustments to be made for you to attend the interview, please let us know.



CHELMSFORD CATHEDRAL

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