



HUYTON DEANERY

CHARITABLE INCORPORATED ORGANISATION

JOB VACANCY

Huyton Deanery Schools and Youth Ministries Development Officer / School Chaplain

Role Title	Huyton Deanery Schools and Youth Ministries Development Officer
Reports to	The Area Dean / Headteacher Hope Primary School
Salary/Rate	£23,081.40 pro-rata, per annum
Pension	Huyton Deanery CIO is registered with the pension registry and offers workplace pensions with NEST (National Employment Savings Trust). Successful applicants can decide whether or not to join the pension scheme based on eligibility criteria.
Contract Type	Fixed-Term Maternity Cover July 2026 – July 2027
Hours	32 hours per week over 5 days. Flexibility needed over some evening and weekend work for which time off in lieu may be taken. We would consider a job share based on 2 days and 3 days should the right candidates be successful.
Normal Place of Work	Hope Primary School, Huyton (Monday and Friday) Various locations around Huyton Deanery (Tuesday – Thursday). An office will be provided on Thursdays at St Gabriel's. Working from home possible by arrangement.
Date of Issue	26 th May 2026

NATURE OF WORK

Role Purpose

To provide schools chaplaincy to Hope Primary School and to lead on the implementation and development of Huyton Deanery Schools and Youth Strategy.

This role is a fixed term position covering maternity leave.

The role will work alongside other ministers (both lay and ordained) in the deanery to:

- Provide chaplaincy to Hope Primary School (2 days per week) under the supervision of the headteacher
- Ensure school pupils and young adults have access to high quality ministry in a variety of contexts across the deanery including focused school support and ministry delivery through the delivery of our existing schools and youth strategy.
- Keep the Deanery Leadership Team (DLT) updated so that their investment in schools and youth ministry is appropriately monitored.

FOUNDATIONAL OCCUPATIONAL REQUIREMENT

Christian Faith

An Occupational Requirement exists for the post-holder to be a practicing Christian in accordance with the Equality Act 2010. Whilst it is desirable that the postholder be a member of The Church of England and have experience of deaneries, this is not a requirement. Applications are welcome from anyone who attends a Christian denomination affiliated to the World Council of Churches.

TIMELINE

Advertisements placed online: Friday 29th May 2026

Applications must be received by Wednesday 10th June 2026 via email to

jill.jevons@huytondeanery.org

Only the Huyton Deanery CIO Application Form is permissible

Interviews will take place the week commencing 15th June by arrangement

Anticipated Start Date: 29th June 2026 (open to negotiation if this isn't possible)

KEY ASPECTS OF ROLE

**School Chaplain-
Hope Primary School
(2 days / 12 hours per
week)**

- Lead and plan weekly acts of Collective Worship every Monday morning for the whole school community (400+ pupils).
- Support and sustain the Church School Partnership between Hope Primary School and St Luke's & St Jude's Church.
- Organise and support class and whole-school visits to church for RE curriculum sessions and seasonal events, including Christmas Services and Year 6 Leavers' Services.
- Work alongside the RE Lead and local clergy to provide reflective chapel sessions for all year groups linked to the liturgical calendar, including Lent.
- Lead and mentor smaller groups of pupils in planning and delivering their own acts of Collective Worship, linked to the school's termly values.
- Lead a weekly Lunch time Club called Story Explorers for children in years 3 and 4 to develop and learn more about the Bible Story we heard in Monday's Assembly.
- Coordinate and support the School Worship Committee through half-termly meetings to evaluate and develop worship across the school.
- Lead the annual school recycling initiative, redistributing pre-loved school uniform to families throughout the summer period.
- Support the Junior Leadership Team with charitable projects, fundraising for church initiatives, and collections for the local Food Club.
- Work alongside the RE Lead to support the RE curriculum, preparation for SIAMS inspection, staff assessments, pupil voice activities, and moderation processes.
- Support staff through directed time sessions and reflective practice opportunities.
- Work with local clergy to provide pastoral support and reflection opportunities for staff during times of bereavement, illness, or challenge.

**Huyton Deanery
Schools and Youth
Ministries
Development Officer
(3 days / 20 hours per
week)**

- Assisting clergy and other leaders across the deanery to reflect on their ministry to schools, children, and young people with support for planning and making connections with the deanery strategy
- Support the planning and delivery of deanery outreach and discipleship events such as Messy Church, school visits, and seasonal events throughout the year.
- Equip churches with the confidence, skills, and resources to lead and grow these ministries within their own church context and local community.
- Organise regular networking events to grow capacity in the deanery for schools and youth ministry and support existing colleagues.
- Serve as an ex-officio member of the Deanery Leadership Team. (three times per year)
- Attend chapter (once per month)
- Deliver church-based Experience Days for schools.
- Collaborate with colleagues across the Diocese to strengthen relationships between schools, churches, and communities in particular the team at St James' House developing a youth work strategy across the diocese.
- Currently, focussed support is provided to two schools in the deanery who have requested it. These are St Mary's and St Paul's School in Prescot and St. Gabriel's School in Huyton. Focused support provides a more intensive and bespoke ministry to schools in the development of their school plan and can include things like support before or after SIAMS, training, networking and the delivery of high-quality school assemblies.

APPLICABLE TO ALL ASPECTS OF ROLE

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| Training | <ul style="list-style-type: none">• Provide training where necessary, for example how to lead school assemblies or prayer spaces. |
| Policies, processes and procedures. | <ul style="list-style-type: none">• Huyton Deanery has adopted all the employment and wellbeing policies and procedures of The Diocese of Liverpool. These are available for inspection here https://liverpoolcofe.org/managing-staff-and-volunteers/policies/ NB we are in the process of adding our deanery identity to each policy and once this has been done they will be available from our deanery website www.huytondeanery.org |
| Information Management | <ul style="list-style-type: none">• The postholder will be required to keep the children and youth pages on the deanery website updated• Keep accurate notes, correspondence and records, and place on file as appropriate.• Ensure information management systems and policies are adhered to, including GDPR policy and Data Protection.• Maintain an online diary using the technology and systems provided -overseen by the deanery operations lead. |
| Safeguarding | <ul style="list-style-type: none">• Ensure all Diocesan Safeguarding Policies and procedures are adhered to.• Undertake all required training and DBS (any offer of employment is dependent on satisfactory checks being completed) |
| Equality and Diversity | <ul style="list-style-type: none">• Role model inclusive behaviours in day to day working practices.• Work specifically to uphold Huyton Deanery's clear anti-racist position (See our Anti Racism statement on the deanery website)• Huyton Deanery particularly welcomes applications from those with UKGMH backgrounds, recognising our current lack of diversity at all levels of participation and leadership. |

ROLE COMPETENCIES

The following impact areas outline the typical strengths, abilities and behaviours expected to fulfil the role.

Setting Direction

Seeing the Big Picture:

- Understand how own work supports the life and work of the deanery, and the wider diocese.
- Understand the roles and responsibilities of all other team members including DLT, chapter, schools-based colleagues etc
- Keep up to date with issues that affect own work area.
- Show professional curiosity and interest in expanding knowledge in areas related to own work.

Changing and Improving:

- Able to respond positively to new situations and ideas and implement change as directed.
- Give and receive feedback and learn from experience to improve personal contribution to the deanery
- Take the initiative to suggest new ideas to improve and develop Huyton Deanery's 'offer' to children and young people
- Be flexible so that all members of the deanery team can work effectively and flourish

Making Effective Decisions:

- Gather all relevant and available information to gain accurate understanding of situations.
- Clarify own understanding and needs and expectations of team and others before making decisions.
- Seek and take advice from the operations lead and area dean with decisions that involve an element of risk.
- Explain how decisions have been reached in a clear and concise way.
- Able to spot and deal with issues as they occur.
- Able to recognise and work around personal limitations of skill and/or experience

Engaging People

Leadership:

- Show enthusiasm for own work and be accountable for meeting own goals.
- Learn to anticipate the needs of the deanery
- Seek support and advice of area dean for handling challenging situations.
- Act in a manner consistent with the values of the deanery and proactively role model and promote an inclusive workplace.
- Report to operations lead any concerns or issues which arise during the course of employment, especially relating to any inappropriate/unacceptable behaviours or conduct of colleagues or external contacts.

Communicating and Influencing:

- Use appropriate method of communication for each person, e.g. email, telephone call or face to face, taking into consideration their individual needs and circumstances.
- Communicate with others in a clear, honest and positive way to build trust.
- Engage with colleagues and actively participate in team meetings.
- Able to listen and value different ideas, views and ways of working.
- Respond constructively and objectively to comments, questions and feedback on performance and take action to improve where necessary.

Working Together And Personal Resilience

- Be responsible and accountable for own work and show awareness of the wider impact of own actions on the deanery and diocese
- Identify opportunities to share knowledge, information and learning with colleagues
- Exhibit diplomacy, tact, patience, flexibility and a sense of humour.
- Take responsibility for own health and wellbeing and offer support and help to colleagues when in need
- Seek learning and training opportunities and agree a personal development training plan with area dean
- Able to recognise signs of stress in oneself and in others and seek operations lead support as required

Delivering Results

Leading a quality schools and youth strategy across the deanery

- Maintain a 'can do' and organised approach to own work, being reliable and conscientious.
- Understand the varying needs of the schools and parishes of the deanery, building 'bespoke' relationships so that all contexts across the deanery can feel part of the strategy

Work life balance and role effectiveness

- Use own knowledge and expertise to organise work and stay focused on delivery and quality of work.
- Have good time management skills and agree priorities with area dean to ensure timely delivery of reports etc.