Job advert template

Use this as a guide to creating a job advertisement. You will need to adjust what you include and the length of statements depending on the media you use and associated advertising costs.

## 1. Job Title

**Purpose**: Clearly state the role being advertised. Use a title that reflects the responsibilities and is recognisable within church or charity settings.

**Example**: Children & Families Ministry Leader

## 2. Location

**Purpose**: Let applicants know where the role is based and whether remote or flexible working is possible.

**Example**: St John's Church, Rotherham – with occasional travel to partner churches and community venues.

## 3. Salary

**Purpose**: Be transparent about pay or benefits. If the role is voluntary, state what expenses are covered.

**Example**: £24,000 – £28,000 per annum, depending on experience.  
*(Or: “Voluntary role with travel and lunch expenses reimbursed”)*

## 4. Hours & Contract Type

**Purpose**: Specify working hours and the nature of the contract.

**Example**: Part-time, 20 hours per week. Fixed-term contract for 12 months, with potential for renewal.

## 5. About Us

**Purpose**: Introduce your church, its mission, and community. This sets the tone and helps applicants understand your values.

**Example**: St John's Church is a welcoming Anglican community in the heart of Rotherham. We are passionate about sharing the love of Christ through worship, service, and outreach. Our congregation includes people of all ages and backgrounds, and we are committed to being a place of belonging, growth, and hope. This can be accompanied by a parish profile or reduced version of the type used for clergy appointments.

## 6. The Role

**Purpose**: Describe what the job involves day-to-day and what the person will be responsible for.

**Example**: We are looking for a Children & Families Ministry Leader to help us nurture faith in young people and support families in their spiritual journey. You will lead Sunday groups, organise seasonal events like Messy Church and Holiday Clubs, and build relationships with local schools and families.

**Key Responsibilities**:

* Plan and lead engaging children’s ministry sessions
* Organise outreach events for families
* Support volunteers and provide training
* Collaborate with clergy and church leadership
* Ensure safeguarding policies are followed

## 7. About You

**Purpose**: Outline the qualities, experience, and qualifications you're looking for. Include both essential and desirable criteria.

**Example**:  
We’re looking for someone who:

* Is a committed Christian with a heart for children and families
* Has experience working with young people in a church or community setting
* Is creative, organised, and a good communicator
* Can work independently and as part of a team
* Is willing to undergo an enhanced DBS check

**Desirable**:

* A qualification in youth work, theology, or education
* Experience in safeguarding and volunteer coordination

## 8. What We Offer

**Purpose**: Highlight the benefits of working with your church. This helps attract candidates and shows appreciation.

**Example**:

* Supportive and prayerful church community
* Opportunities for training and development
* Flexible working arrangements
* Pension scheme and paid holidays
* A chance to make a lasting impact in the lives of children and families

## 9. How to Apply

**Purpose**: Provide clear instructions on how to apply and who to contact for questions.

**Example**:  
To apply, please send your CV and a covering letter to **admin@stjohnsrotherham.org.uk** by **Friday 1 November 2026**.

For an informal conversation about the role, contact Rev. Sarah Thompson on 07963 123456.

## 10. Safeguarding Statement

**Purpose**: Prevent anyone who applies thinking your organisation may have safeguarding vulnerabilities.

**Example**:  
St John's Church is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. The successful applicant will be required to undertake an **enhanced DBS check** and complete **Church of England safeguarding training** appropriate to the role. Appointment will be subject to satisfactory references and checks in line with our Safer Recruitment Policy.

## 11. Advertising

To reach a broad and balanced pool of candidates, consider advertising across a mix of platforms:

* **Church and sector-specific networks**: Use diocesan communications, Church of England job boards *CofE Pathways*, and parish newsletters.
* **Charity and faith-based job boards**: Sites like *Christian Jobs*, *CharityJob*, and *Church Times* attract candidates with relevant values and experience.
* **Community and inclusion-focused platforms as appropriate**: Examples are *DiverseJobsMatter*, *Evenbreak* (for disabled candidates), and *Working Chance* (supporting women with convictions).
* **Social media and local networks**: Share the advert on your church’s Facebook page, local community groups, and LinkedIn to reach both active and passive candidates.
* **Universities and theological colleges**: Contact chaplaincies or careers services at institutions like St Mellitus, Cranmer Hall, or Ridley Hall.

Also, ensure your advert uses **inclusive language**, avoids assumptions about background or lifestyle, and clearly states your commitment to **equal opportunities and safeguarding**.