(Part of the Pioneer network of churches in the UK, and Tobar in Ireland)

Part-time Children's & Youth Pastor

City Church Belfast is an intercultural church in the heart of the Holylands area of South Belfast. We strive to be a church community that is welcoming to everyone. We aim to follow and point others to Jesus through passionate worship, biblical teaching, and intentional discipleship. We wish to create an environment where the spirit of God can inspire us to aim higher, go deeper and see transformation happen in our city and beyond.

We are seeking to employ a Part-time Children's & Youth Pastor (20 hours per week) with the possibility of extra General Admin duties (5 hours per week) to help develop the vision and delivery of Christian mentoring and outreach to children and youth in church and the local community.

Please note that this is a fixed term 12-month contract from the agreed start date in the first instance. There is the possibility that this post may be renewed. We welcome applications from anyone who feels they meet the criteria and would love the opportunity this post affords.

We are looking for an enthusiastic, hard-working and positive individual.

They must be self-motivated and able to work using their own initiative to coordinate and develop the delivery of Children's and Youth work at City Church Belfast and contribute to administrative needs of the church. The successful candidate will use their own experiences to help support children and young people grow in their faith in God and to possibly assist the Pastor with specified administrative tasks (this last one is optional).

The successful candidate will demonstrate exceptional organisational skills, as they manage the smooth running of a Children's and Youth program of activities to the church and wider community.

Completed applications can be returned via email to: neto@citychurchbelfast.org, by 12pm on Monday 15th June 2026. The Application form section should not exceed 6 pages.

Successful applicants will also need to sign up to our Ethos & Faith based Statement. If you are invited to interview, a copy will be available for you to read on the day.

Job Description – part time Children's & Youth Pastor

Job Title:	Children's & Youth Pastor
Hours:	20 or 25 Hours per week (20 hours for Kids and Youth Work and a possible additional 5 hours for extra Admin Work). Including Wednesday and Friday evenings and Sunday mornings. The candidate will need to indicate in the application form, if they are applying for 20 or 25 hours. They will not be able to apply for 5 hours on its own. They will also be assessed for both roles.
Salary	£28,598 per annum pro rata*, plus mobile phone allowance. The hourly rate is £15.71. For the 20 hours role, the candidate will be paid £314.26 per week and for the 25 hours role, £392.83 per week.
Location:	City Church Belfast, 12-24 University Avenue, Belfast, BT7 1GY
Responsible to:	Church Pastor
Job Purpose:	To develop and coordinate the children's and youth ministries in church and local community, as well as contribute to the administrative needs of the church.

JOB SPECIFICATION

Main Responsibilities

Children's and Youth ministries at City Church Belfast

1. To develop and coordinate City Kids – our Sunday morning kids' programme.
2. To develop a weekly Youth group (Friday evenings and Sunday mornings) that will mentor young people in their Christian faith and help them develop life skills.
3. To run a mid-week Christian Kids Club as outreach to the local community.
4. To develop and coordinate our monthly Encounter at Botanic Primary school on Sunday mornings – for primary school aged children.
5. To assist the leader of the Playgrounds (parent and toddler) program on Thursday mornings.
6. Organise seasonal events for children: e.g. Light party, Christmas party.
7. Run a summer holiday bible club (max. one week) in partnership with other local churches where possible.

8. Recruit passionate team leaders for each children's age group and help them recruit a motivated team.
9. Oversee volunteers and interns.
10. Resource our children's work to accommodate children with additional needs more effectively.
11. Take a proactive role in the generation of funds via grant applications or other fund-raising opportunities that arise.
12. To actively participate and lead prayer and bible studies.
13. To be responsible for the Children's and Youth budget at church.
14. Follow the safeguarding policy and ensure it is implemented by all volunteers, e.g. organising access to training.
15. Attend Leadership meetings as requested and the Annual General Meeting (AGM).
16. Participate in supervision with the Church Pastor.

Optional 05 hours for specific administration

1. To provide general administrative support to ensure the smooth running of City Church Belfast.
2. Help ensure rotas work for Sundays with the use of the Planning Centre System.
3. Assist in managing the shared diary, including booking meetings.
4. Assist with paperwork for marriages, health & safety, access NI checks for volunteers etc.
5. Gather, organise, help compile and implement policies (use of building, weddings etc.).
6. Help ensure efficient filing & security (backup) systems work.
7. Assist with the production of publicity material, manage bookings finance etc. for special events e.g. Alpha, Thanksgiving, camp, youth events and for children's and youth activities.
8. Manage the stationery, refreshment and cleaning supplies, ensuring that there is always adequate stationery and that costs are controlled.

General duties

1. Express a Christian welcome to those requiring assistance, including being able to pray with visitors and members.
2. To fully participate in staff meetings including leading times of worship, sharing a Bible based devotion and prayer.
3. To undertake any other duties as may be delegated by the church leader.
4. To undertake all duties in a way that values others, does not discriminate and promotes equality.

Candidate Requirements

Essential

Personal

- Strong personal faith in Jesus.
- Committed to growing spiritually in the Lord and helping others do so.
- Evidence of a passion for kids and youth work.
- Committed to the ethos and values of City Church Belfast.

Leadership & Experience

- Experience of working/volunteering in a local youth or children setting.
- Proven ability to work as an effective member of a team.
- Experience and commitment to develop young people personally, socially and in their Christian faith.
- Ability to recognise and adapt to changing circumstances.
- Proven administrative, computer and organisational skills.
- Excellent communication skills both verbal and written.
- Good social media skills.
- Flexibility and a willingness to work unsociable hours including weekend and evening work (no more than 3 evenings a week).
- Ability to work on your own initiative.
- A willingness to undertake further ongoing training.

Desirable

- A minimum of 12 months kids and youth work experience in a leadership role.
- Experience of managing volunteers.
- Youth or children's work qualification to degree level, or OCN level 3 plus 2 years' experience.
- Ability to design and teach discipleship programmes.
- First Aid qualification.
- Full Clean Driving Licence.

Job details

This is a part time position of 20 or 25 hours a week (as described above), including a staff meeting on Tuesday mornings. It will include some evening work term-time (usually two evenings a week, no more than 3). It is a 12-month fixed term contract with a possibility of extension after this period. The salary is £28,598 per year pro rata, plus a mobile phone allowance of £20 per month.
Full time Holiday entitlement is 25 days per year plus the statutory days outlined in the Terms and Conditions. Part time holidays are taken on a Pro Rata basis.
The successful applicant will be appointed subject to a clear enhanced Access NI check. There will be a probationary period of 3 months.

*£28,598 per annum pro rata: This is the total for a 37 hours per week, full time work.