

Equip Trainer – Early Years and Children

Employer:	Manchester Diocesan Board of Finance (MDBF)
Salary:	£33,971 per annum (Diocesan Pay-scale Band 4.1 – spot grade)
Hours of work:	Full time - 35 hours per week
Contract:	Fixed Term to 31/12/2029 with the possibility of extension to 31/12/2033 subject to funding from the Church Commissioners
Normal place of work:	Hybrid based at St John’s House, Bury, BL9 0ND

Role Description

Purpose

To work as part of the Equip Team in rolling out the Equip training offer across the diocese, so that both clergy and lay are given every opportunity to be resourced, supported and trained in Youth and School Chaplaincy ministry in their settings.

Accountability and Key Relationships

The post is line managed by Equip Project Manager (Diocesan Children’s Officer).

The post-holder will work closely with Diocesan Early Years, Children’s and Youth Officer, Equip Trainer – Early Years and Children’s, and Administrator/Digital Comms.

The post-holder will be a member of the DBE team, and the wider diocesan team.

The post-holder will work closely with the Encounter Project Teams, Places Project, MDGF, and clergy and lay leaders across the diocese.

Key Responsibilities

- To deliver training in early years and children's ministry to clergy and lay leaders across the diocese through Equip ALM, Equip Weekend, Equip Bespoke and Equip Clergy
- To source both training for Equip Spotlight from early years and children's ministry organisations, taking advantage of national CE training programmes where appropriate
- To source and create a database of local and national trainers to support and enhance the delivery of the Equip project
- To host and facilitate Equip training events across the diocese for clergy and lay leaders alongside the Diocesan Early Years and Children's Officers
- To collaborate with the Encounter Teams and Diocesan Early Years and Children's Officers in rolling out Equip Hubs
- To contribute to Equip Connect through online drop-in sessions to provide support and advice
- To support and contribute to the Equip podcast
- To support the work of the Administrator/Digital Comms in locating venues and creating publicity for Equip events

Person Specification

Requirements	
Qualifications	<ul style="list-style-type: none"> • Educated to A 'level or equivalent
Experience and Understanding	<ul style="list-style-type: none"> • Experience of working with early years and children in a church or school context for over 5 years • Experience of delivering training or public speaking in a variety of contexts • Experience of working with clergy, and youth and children's leaders • Understanding of current research and training in early years and children's ministry
Knowledge	<ul style="list-style-type: none"> • Knowledge of Church of England structures. • Knowledge of safeguarding best practice and an advocate for developing a strong and embedded culture of safeguarding.
Skills and Competencies	<ul style="list-style-type: none"> • Ability to effectively communicate both verbally and written • Good communication and networking skills with a wide range of partners including clergy and lay leaders • To manage own workload and be self-motivated • Able to work as a team member and have a flexible attitude to changing nature of tasks. • Confident working knowledge of social media platforms and MS Office, with some experience of Canva and AI
Personal Attributes	<ul style="list-style-type: none"> • A practising Christian. • Commitment to the diocese's vision and strategy. • An appreciation of the diverse communities in Manchester Diocese.

	<ul style="list-style-type: none"> • Able to engage positively with the breadth of traditions in the Church of England. • Committed to diversity, inclusion and racial justice. • Fully committed to the development and training of self and others.
Work-related circumstances	<ul style="list-style-type: none"> • Flexibility to attend evening and weekend meetings. • Willing to travel across the diocese and beyond.

There is an Occupational Requirement for the post-holder to be a practising Christian, in accordance with Schedule 9 of the Equality Act 2010

Additional Information

Summary of Terms and Conditions of Employment

Employer	Manchester Diocesan Board of Finance
Line Manager	Equip Project Manager
Probation	Appointment is subject to a 6-month probationary period
Location	The post is based at St John's House, 155 -163 The Rock, Bury BL9 0ND (with hybrid working available)
Hours	The role is full-time (35 hours per week)
Salary	£33,971 per annum (Diocesan Pay-scale Band 4.1 – spot grade)
Contract	Fixed Term to 31/12/2029 with the possibility of extension to 31/12/2033 subject to funding from the Church Commissioners
Pension	Auto-enrolment into the Church Workers Pension Fund – Pension Builder Classic Product
Annual Leave	22 days annual leave per year, rising to 25 days after 12 months' service, in addition to Bank Holidays and three church days

Application timetable

The closing date for applications is Wednesday **18 March 2026 at 12 noon.**

Shortlisted candidates will be informed by **19 March 2026.**

The interviews are scheduled for **Tuesday 24 March 2026** at St John's House, 155-163 The Rock, Bury BL9 0ND. Further details will be provided to shortlisted candidates

Eligibility and pre-employment enquiries

There is an Occupational Requirement for the post holder to be a practising Christian in accordance with Schedule 9 to the Equality Act 2010.

The post will be offered to the successful candidate subject to satisfactory references and proof of eligibility to work in the UK.

The post is subject to an enhanced DBS check with a check of the Children's barred lists.