



Job profile	
Job title	Head of Harbour Kids
Team/Department	Harbour Kids
Reports to	Team Rector of Harbour Church Portsmouth
Principle Location	Harbour Church Portsmouth
Travel required	Minimal, within local area, occasional trips elsewhere
Work pattern / hours	Full-Time Sunday-Thursday
DBS check required (Yes/No)	Yes – Children
Confidential Declaration Form	Required as part of application
Special conditions of employment	Must be a Christian
Date written/updated	July 2026
Employment Terms	Initial fixed term contract of 12 months
Selection Procedure	One or two interview stages

Role context

The vision of Harbour Church Portsmouth is to play our part in making Jesus known, the church alive and the city transformed.

Each member of staff plays a key role in contributing to this vision. Our mission is bigger than any individual task but together our work contributes to the bigger picture. As a Christian organisation our faith is an integral part of our working culture.

Role purpose and objectives

The purpose of the role is to lead and grow the vision of Harbour Kids across all three church locations (St George's, St Alban's and All Saints). Our primary aims are to:

- Steward and grow the spiritual health and wellbeing of the children in our church
- Ensure that we are effectively engaging with the children in our city, offering meaningful and relevant activities to engage them with the Christian faith
- Ensure that every child knows they are seen, loved and important
- Ensure the highest standards of Safeguarding are implemented across all events and activities and for team recruitment, management and training

This postholder will work to create safe and fun environments for children to encounter God for themselves. We want every event we run to be the best time in a child's week and we know that through achieving this, every child will have the opportunity to develop a personal relationship with God and feel empowered to explore their faith.



Key responsibilities

Harbour Kids

- At St George's 10am service we currently have 3 groups as a part of Harbour Kids; 0-2's, 3-5's, 6-10's, this role will lead and develop the existing children's ministry through dynamic and engaging content, worship, games and activities
- The role will work with the respective clergy at St Albans and All Saints to raise up team and develop Harbour Kids' activities across services at these locations
- To recruit, train and equip an outstanding team of volunteers, empowering them to use their own strengths and gifts to deliver the best possible kids' programme, ensuring safer recruitment processes are always followed
- To provide pastoral care to the children in the church and members of the Harbour Kids team to help them grow in their faith, knowledge of the Bible, understanding of being a disciple of Jesus and find their place within Harbour Church
- To ensure that effective administration and record keeping is maintained for all aspects of the work, including overseeing the Harbour Kids budget
- To ensure all the activities are fully safeguarded and assessed for risk according to the Harbour Church Safeguarding Policy

Families

- To lead and organise the family outreach events run by Harbour Church (e.g. Light Party, school holiday events and After School Clubs)

Tots and Toddlers

- Hold and lead the vision for Tots and Toddlers groups at St George's and St Alban's, leading weekly groups, recruiting and managing team and engaging with families who attend
- Develop the vision for Tots, exploring opportunities at All Saints Church and building an established pathway from Tots to Church and Alpha etc.

Schools

- To work with clergy in leading our relationships with local schools, developing opportunities for us to offer materials and engagement with children and teachers across Portsmouth
- To attend and lead school assemblies

Safeguarding

- Harbour Church is committed to promoting a safe environment and culture for children, young people and vulnerable adults. A key part of this role will be working with the Safeguarding Officer and Clergy to ensure best practice is followed in all activities.



- For reference, the following policies are available on request:

Safeguarding Policy
Whistleblower Policy
Safer Recruitment Policy
Recruitment of Ex-offenders Policy
Privacy Notice

Essential and desirable skills, knowledge and experience required for the job

Essential

- Clear sense of vision and enthusiasm for working with children
- Ability to work creatively with children and families, always finding new ways of exploring topics and conversations
- Ability to manage projects and people effectively
- Strong organisational ability for delivering events
- Ability to pastor children, leading them in discipleship and their relationship with Jesus
- Strong ability for written and spoken communication to people of all ages
- Excellent people management and interpersonal skills
- An innovative, creative and professional approach to helping build Harbour Church
- Committed Christian
- Lead a fun and collaborative team culture that encourages people to join team and enjoy serving
- Proficient MS Word, Excel and Powerpoint skills
- Ability to be flexible and prioritise and co-ordinate work loads
- Reliable and proactive team player
- Understanding of the DBS and child protection process

Desirable

- Line-management experience
- Budget management
- Previous experience in a similar role

Working environment

To play our part in making Jesus known, the church alive and the city transformed, we have five core values as a staff team, we are:

Honouring
Enthusiastic



Authentic
Reliable
Together

Our team of around 20 clergy, staff and full-time volunteers, work across all three churches to see our vision for the city of Portsmouth reached.

Work expectations

- Full-Time Monday-Thursday 9:15am-5:15pm, & Sunday (varied times)
- The role holder must be available to work at a selection of key events at Harbour Church which could include Christmas services, Easter services and Annual Parochial Church meetings when required
- Available to work at Focus (the church weekend away in the summer)
- Attend Tuesday morning Staff Meeting and Wednesday and Thursday morning prayer meetings

Employment terms

- Annual salary: £28k per annum, pro rata.
- Enrolment in our NEST pension scheme.
- 25 days holiday per annum, pro rata.

Privacy

Your personal data collected as part of the recruitment process will be stored in line with the Harbour Church Privacy Statement issued [here](#). We will not share your details with any third party. If you do not wish us to contact your references before a certain date, please do let us know at the point of application.