



# Toddler Group Coordinator

Linlithgow and Avon Valley Church of Scotland at St Michaels have an exciting opportunity for an experienced and energetic individual to lead our ministry to pre-school children and their families through the Toddlers Group.

**This will include:**

- Leading and organising the Toddler Group
- Recruiting, supporting and co-ordinating volunteers for the Toddler Group
- Maintaining and growing the Toddlers Facebook group and other social media platforms
- Day to day management of donations and expenditure. Oversight by Children and Young Peoples Team

**What we are looking for:**

- Experience of working with pre-school children in a community or education setting
- A recognised and relevant qualification in early learning and childcare

**You will be:**

- Flexible and collaborative in your approach and work as part of a team
- Having an active Church association is desirable.
- Able to plan and co-ordinate rotas effectively

**Why apply for the role:**

Support families in the community by providing a safe, and fun environment within the Kirk Hall of St Michael's Parish Church.

**Context of the role:**

The role of Toddler Group Co-ordinator at St Michael's Church will be vacant from 24<sup>th</sup> June 2025. The Kirk Session at its meeting on Tuesday 11 June 2025 approved recruitment to the vacant role. However, as the strategy and vision for Early Years growth and ministry in Linlithgow and Avon Valley Church of Scotland is under development the recruitment to replace the current Toddler Group Co-ordinator will be on a fixed term basis starting in August 2025 until June 2026. It was also agreed the role will be advertised through the 4 congregations of Linlithgow and Avon Valley Church of Scotland.

**Base:**

St Michael's Kirk Hall, working 10 hours per week, including the Toddler Group on Tuesdays and Fridays, at a salary of £12.60 per hour payable monthly.

**Application notes:**

If you would like to find out more information about the role please contact [HR@linavonchurch.org.uk](mailto:HR@linavonchurch.org.uk)  
Please submit a covering letter with your CV detailing why you are interested in the role to [HR@linavonchurch.org.uk](mailto:HR@linavonchurch.org.uk) Closing date 20<sup>th</sup> July 2025.