

CAPERNWRAY



APPOINTMENT OF
ASSISTANT HOUSEKEEPER



BACKGROUND TO CAPERNWRAY

Capernwray Hall is an interdenominational international, Christian Bible School and Holiday Centre located near Carnforth in Lancashire.

Established in 1947, it has gained a reputation as a centre for full-time studies, holidays and short-term teaching programmes aimed at enabling individuals to experience the life-changing work of Jesus Christ.

The full time study course (up to NQF Level 3) provides practical biblical instruction, equipping men and women to serve the Lord's purposes wherever they may be.

The holidays and shorter programmes provide refreshment and relaxation in an environment that enhances the teaching of the Word of God.

Capernwray accommodates up to 180 students for a year's Bible course and an equivalent number of guests for holidays and conferences. There are approximately 30 full and part time staff and a similar number of volunteers serving throughout the year. Capernwray was the founding centre of Torchbearers International which now encompasses 24 similar centres around the world.

Please see the website for further information.



CAPERNWRAY FROM PAST TO PRESENT

Capernwray Hall opened as a Christian holiday and conference centre in the spring of 1947 under the leadership of Major and Mrs Ian Thomas. It was here that the Capernwray Missionary Fellowship of Torchbearers was established, having had a strong link with post second world war Germany and drawing European youth to the North of England. The short-term Bible School was established as a follow up to young believers, enabling them to deepen their faith and understanding of the Scriptures.

Since then Capernwray has grown significantly while still seeking to fulfil this vital ministry of teaching and evangelism through the holiday and Bible school programmes. The international perspective of Capernwray is evidenced by the large numbers of overseas staff, guests and students as well as its strong association and partnership with centres around the world under Torchbearers International.

PERSON SPECIFICATION

The person appointed will be expected to have the key essential skills, knowledge and experience listed below. The items under the heading 'desirable attributes' will also be useful for the post holder. However, candidates who do not have these desirable attributes should not be deterred from submitting an application.

Essential Skills:

- Enthusiastic and passionate about cleaning to a professional standard.
- Desire to continue learning and developing.
- A team player who enjoys working with, motivating and encouraging others.
- Dependable, highly organised, with strong communication and inter-personal skills.

Knowledge and Experience:

- Sound knowledge and experience of health and safety requirements.

Desirable Attributes:

- First Aid qualification.
- Skills in sewing or upholstery.
- Knowledge of German and / or Spanish.
- Experience of working with and supervising volunteers.
- Experience of working in Christian residential ministry.
- Full clean and valid driving license.





KEY RESPONSIBILITIES SPECIFIC TO THIS ROLE

- Ensuring the cleanliness of the various buildings.
- Coordinating and supervising volunteer staff and students in cleaning and practical duties.
- Organising cleaning rotas.
- Ordering cleaning supplies.
- Coordinating with a local laundry.
- Ensuring Health & Safety standards are observed in all the work of the Department.
- Assisting with health needs & making Doctor's appointments in the Housekeeper's absence.



KEY RESPONSIBILITIES FOR ALL CAPERNWRAY STAFF

- To contribute to the Capernwray Holiday & Events Programme, in consultation with the Holiday Programme & Events Manager.
- To co-lead a 'Family Group', offering friendship, direction, pastoral nurture and encouragement to the students within it.
- To participate fully and warmly in Capernwray's community life, including attendance at staff meetings, prayer meetings and social events, and to assist in other elements of the ministry's functioning as prove necessary and reasonable.
- To identify and source opportunities and resources for continuing personal and professional development, in consultation with the Housekeeper.
- As required, to promote and represent Capernwray locally and nationally in consultation with the Housekeeper.
- To willingly and regularly affirm the ministry's Statement of Faith, Principles and Practices, Mission Statement and Values.

TERMS & CONDITIONS AND HOW TO APPLY

This role carries an occupational requirement for the applicant to be an active Christian and to subscribe to the ministry's Statement of Faith. Under the current UK employment legislation you will need to show you have a right to work in the UK. This will be fulfilled by showing you are a British citizen or hold a passport or national identity card showing you are a national of a European Economic Area country or Switzerland.

Salary: Related to experience and appropriate level of responsibility.

Annual Leave: 28 days per annum increased to 30 days after five years' service. Holiday year runs from April to March.

Hours of Work: 40 hours a week. Normal hours are Monday to Friday, however weekend work will be required. Part-time may be considered for the right candidate.

Pension Scheme: Auto-enrolment pension scheme. Current contribution rates are 5% for employee and 7.8% employer.

Additional Benefits: The Charity provides death in service benefit and Permanent Health Insurance following successful completion of an initial period.

Completed application forms should be sent to the Head of HR & Compliance: d.atkinson@capernwray.org.uk

Or by post to:
Head of HR & Compliance
Capernwray Hall
Carnforth LA6 1AG

If you wish to speak to someone informally about this position before applying, please contact Graih Lewin, the Housekeeper, on 01524 733908.

Closing date: 14th June 2019



STATEMENT OF FAITH

- We accept the whole Bible as the inspired revelation of God to man.
- We believe that the Lord Jesus Christ is God, in equality with the Father, and that by Him the Father created all things.
- We believe that the Lord Jesus Christ became Man through the miraculous operations of the Holy Spirit, and that He was without sin.
- We believe that the Lord Jesus Christ, the Lamb of God, died willingly in the place of sinners, to become the Redeemer of this fallen World, and the only Mediator through Whose atoning Blood, and by faith in Whom alone, we receive forgiveness of sins.
- We believe that the Lord Jesus Christ rose again from the dead, appeared to His disciples, and returned to the Father; that on the day of Pentecost He came in the Person of His Holy Spirit to dwell within the hearts of all who had received Him, and thereby established His Church, the Body of Christ on earth, a Fellowship of all true Believers, of which He is the Head.
- We believe in God the Holy Spirit, co-equal Member of the Trinity, and that He is present in the hearts of all who through faith have received the Lord Jesus Christ as Saviour, and who are thereby born again, the children of God, who is the Father of them that believe.
- We believe that the Lord Jesus Christ is coming back again in Person to this earth and that by Him God will judge the World.