

Appointment of

# IT AND HEALTH & SAFETY MANAGER

(FULL TIME 37.5 HOURS PER WEEK)



“Our mission is to proclaim the transforming presence of Jesus Christ through biblical teaching and practical training, equipping men and women for service in His Church worldwide.”

# BACKGROUND TO CAPERNWRAY

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

Capernwray opened 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, drawing UK and European youth to the North of England. The Bible School was started to disciple young believers, enabling them to deepen their faith and understanding of the Word of God.

Since that time Capernwray has grown significantly while still seeking to fulfil this vital ministry of teaching and evangelism through the Bible School and Holiday programmes. Capernwray was the founding centre of Torchbearers International which now encompasses 24 similar centres around the world and with whom Capernwray enjoys a strong association. The international perspective of Capernwray is evidenced by the large numbers of overseas staff, guests and students.

Capernwray accommodates up to 160 students or 200 guests. There are approximately 40 full and part time staff, 20 year long volunteers on our Serving and Leadership Training (SaLT) programme and a substantial number of short term voluntary staff serving seasonally throughout the year.

Capernwray has gained an international reputation as a centre for full-time study and holidays aimed at enabling individuals to experience the life-changing work of Jesus Christ. The Bible School courses (Level 3, NCFE-accredited) provide practical biblical instruction, equipping men and women to serve the Lord's purposes wherever they may be. The School is accredited by the BAC as a short course provider (6 and 3 month courses which can be taken individually or sequentially) and receives glowing inspection reports.

The Holidays provide priceless opportunities to meet new friends while learning and discussing the truth of who Jesus Christ is and how He is relevant to all ages in the present day. Refreshment and relaxation in a scenic environment enhances the teaching of the Word.



# PERSON SPECIFICATION AND KEY RESPONSIBILITIES

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**Job Title:** IT and Health & Safety Manager

**Salary:** £23,750 (*with potential provision of on-site accommodation*)

Following an internal promotion, we have an exciting opportunity available to work closely with all areas of our ministry, managing the IT, AV and Health & Safety infrastructure across the organisation. The role is wide ranging and will best suit an individual keen to learn new skills, with training available to support development and knowledge growth. Through the role you will help ensure that the organisation is operating in a safe manner, with IT and AV systems in place that can help the ministry to seek continuous improvement and growth.

## Your key responsibilities will include:

- Provide IT support across all of the departments including databases, application forms (e.g. through TOAS & Formstack), Google Workspace, computer hardware, phone systems and networking.
- To provide education, training and ongoing support of staff with all online systems, including Safety Cloud, Ninox, BrightHR and iHasco.
- Management of the conference hall sound studio and mobile sound systems used for delivering the AV requirements of lectures, holidays and events across the site, including organising rotas and the training and supervision of students, staff members, ministry assistants and other voluntary workers in the running of it.
- Oversight of the charity's Health & Safety, working closely with our Health & Safety contractor (Citation) who act as our competent person, to maintain safe processes and practices that abide by regulations.





# ABOUT YOU

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You will be expected to have the essential skills, knowledge and experience listed below.

## Essential Skills:

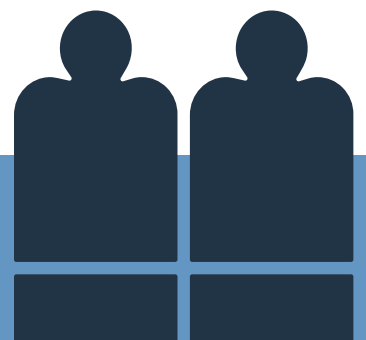
- Strong hardware and software IT skills, with the ability to maintain and develop our network of computer and internet systems, booking/application systems and the vast array of software needs
- Knowledge and experience of Health & Safety, including safe ways of working
- Audio Visual experience including audio mixing, lighting and projection
- Ability to communicate effectively with other staff members and contractors
- Willingness to learn new skills and promote continuous development in our Health & Safety practices

## Desirable Skills:

- Mac OS competence
- Database Management
- Knowledge of Google Workspace
- IOSH Managing Safety certification (On the job and formal training will be available, however a background in this area will be helpful)

## Key Responsibilities common to all Capernwray staff:

1. To contribute to the Capernwray Holiday Programme, in consultation with the Holiday and Volunteer Programmes Director.
2. To co-lead a 'Family Group', offering friendship, direction, pastoral nurture and encouragement to the students within it.
3. To participate fully and warmly in Capernwray's community life, including attendance at staff meetings, prayer meetings, ministry events and social events, and to assist in other elements of the ministry's functioning as prove necessary and reasonable.
4. To identify and source opportunities and resources for continuing personal and professional development, in consultation with the HR and Administration Director.
5. To willingly and regularly affirm the ministry's [Statement of Faith](#), [the Torchbearers' Principles & Practices](#), our [Values](#) and [Mission Statement](#).



# TERMS AND CONDITIONS AND HOW TO APPLY

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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 current UK employment legislation you will need to show you have a right to work in the UK.

<b>Annual Leave:</b>	Full time allowance is 30 days per annum increased to 32 days after five years' service. The Capernwray holiday year runs from April to March.
<b>Hours of Work:</b>	37.5 hours per week
<b>Pension Scheme:</b>	Auto-enrolment pension scheme. Current contribution rates are 4% for employee and 7.8% employer.
<b>Additional Benefits:</b>	Meals are provided while you are working. Staff also benefit from a discount in the Bookshop, use of the swimming pool and sauna and other sports facilities and a discount for staff family members at Capernwray Bible School, Night School and on Capernwray holidays and guest accommodation.

An Enhanced DBS check will be required for this role.

Please complete your application [on our website](https://capernwray.org/application-for-employment/) - [capernwray.org/application-for-employment/](https://capernwray.org/application-for-employment/)

For more information or to chat informally about the role, please contact Mike Gregory, Finance and Operations Director ([mike.gregory@capernwray.org](mailto:mike.gregory@capernwray.org)) or Heather Tallents, IT and Health & Safety Manager ([heather.tallents@capernwray.org](mailto:heather.tallents@capernwray.org))

**Starting date:** As soon as possible

# STATEMENT OF FAITH

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1. The Bible is, in its entirety, the revelation of God for mankind, inspired by the Holy Spirit.
2. God is the triune God: Father, Son and Holy Spirit.
3. The Lord Jesus Christ is God's Son being one with the Father. All things are created by Him and for Him.
4. Through the action of the Holy Spirit, and born of the Virgin Mary, He became man.
5. He was without sin and of His free will, and by His sacrificial death upon the Cross, He brought about salvation for this fallen world.
6. He is the only mediator between God and man, and by accepting His salvation through faith, man is justified from his sins and receives forgiveness and eternal life.
7. Jesus Christ is risen bodily from the dead.
8. Jesus Christ will return to deliver just judgement and to bring all things to completion.
9. The Holy Spirit is God in unity with the Father and the Son.
10. Through the outpouring of the Holy Spirit, Jesus Christ comes to dwell within those who accept Him through faith.
11. Through the presence of the Holy Spirit, a person becomes a new creature, and is being transformed into the likeness of Jesus Christ.
12. Jesus Christ adds those who believe in Him to his Body. This is His church on earth, of which He is the Head.

