

# Appointment of **MANAGING DIRECTOR**



# ABOUT THE ROLE

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**Job Title:** Managing Director

**Salary:** £37,000-£40,000

## Vision and Context

We are looking for a proven, experienced manager to direct the delivery of our ministry at Capernwray, to lead all operations and staff and to ensure we are resilient for the next chapter of our future. You will have relevant senior management experience and a passion for the ministries of Capernwray, able to support and promote our [Statement of Faith](#), [Values](#) and [Mission Statement](#).

Capernwray is an international interdenominational Bible School and Christian 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 Thomas. It was here that the Capernwray Missionary Fellowship of Torchbearers was established, drawing 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 Scriptures.

Since that time Capernwray has grown significantly while still seeking to fulfil this vital ministry of teaching and evangelism through the Holiday and Bible School 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 180 students or 200 guests. There are approximately 30 full and part time staff and a similar number of voluntary staff serving 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 British Accreditation Council as a Short Course provider (6 and 3 month courses which can be taken individually or sequentially) and received glowing inspection reports in [May 2019](#) and [October 2020](#). The Holidays provide refreshment and relaxation in a scenic environment that enhances the teaching of the Word of God.



# ABOUT YOU

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## Essential Attributes:

1. Spiritually mature & healthy leader:
  - *Christ-centred*, demonstrating a personal relationship with God, understood and experienced through life in the Risen Christ;
  - *Evangelistically-minded*, with a deep desire for the message of the indwelling life of Christ to be shared and presented to all people;
  - *Servant-hearted*, with a selfless approach to living evidenced through previous vocational and ministry experience, including committed membership of a local church;
  - *Able to teach*, with the ability to clearly and faithfully equip and inspire others using God's word, without necessarily being an established and recognised teacher or preacher.
2. Ability to lead proactively in the fulfilment of Capernwray's vision, managing the ministry, pursuing its current and future resilience and ensuring it continues to deliver Capernwray's mission and values, primarily through its Bible Schools and Holiday Programmes;
3. Evidence of a strong business acumen, with the ability to identify risks and opportunities for the organisation and then coordinate and deliver the necessary action plans to realise improvements and implement mitigating measures;
4. A proven passion for and experience of Christian residential ministry, with an understanding of the challenges present in a 24/7, 365 day organisation in a rural location;
5. Strong organisational, communication, time management and interpersonal skills, to facilitate and develop an effective and organised way of working across the charity;
6. Relationally-skilled, with an ability and willingness to work well with others, be a catalyst for unity, take a personal interest in and be a support to others, but able to challenge graciously where needed;
7. Sound financial experience, including understanding accounts.



# KEY TASKS AND ORGANISATION DETAILS

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## Key Tasks:

1. To ensure that Capernwray is directed in a way that is financially sound and legally compliant, against a backdrop of increasing health & safety, legal and regulatory frameworks;
2. To ensure that the ministry is consistent with the principles laid down in the articles of association of the charity and the constitution of Torchbearers International;
3. To manage the Senior Management Team effectively and efficiently, supporting them in their roles, whilst ensuring they are driving improvements in their respective areas;
4. To take an active and pastoral interest in the well-being of all staff;
5. To represent Capernwray externally, to the local community, the wider UK Christian constituency and the Torchbearers International fellowship.

## Organisation and Line Management:

Organisation: Paid employees (c30), Voluntary staff annually (20 - 60), Turnover (£2.1M), Assets (£5.0M) including Capernwray Hall, staff residential properties (12) and 166 acres, Students per Bible School (100 - 160), Holiday guests annually (2000 - 2200).

You will be supported by and will have line management responsibility for the Senior Management Team comprising the Bible School Principal, the Holidays and Events Manager, the Operations Manager and the Finance & Facilities Manager, plus any necessary consultancies.

You will be accountable to and also supported by the Board of Trustees of the Capernwray Missionary Fellowship of Torchbearers. The Board normally meets 4-6 times per year.



# TERMS AND CONDITIONS AND HOW TO APPLY

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Having regard to the nature of the role, it is an occupational requirement for the Managing Director 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.

**Safer recruitment:** Capernwray is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults. References, a Voluntary Self-Disclosure and an Enhanced DBS check will be required for this role.

**Hours of work:** The role will be full-time. Some weekend working and availability outside of normal working hours will be required. You will be expected to live in or near to Capernwray.

**Additional benefits:** Auto-enrolment pension scheme. Current contribution rates are 4% for employee and 7.8% employer.

**Annual Leave:** 30 days p.a. (including bank holidays) increased to 32 days after five years' service.

**Period of Notice:** Six months.

**How to apply:** Applications comprising: (i) a covering letter of two sides setting out how you will meet the requirements of the role and detail of three referees; and (ii) a full CV, including qualifications and a full employment history showing positions, responsibilities and relevant achievements, should be sent by email to the Operations Manager: [julie.burrows@capernwray.org](mailto:julie.burrows@capernwray.org)

**Closing date:** 5pm on 30 September 2021.

The appointment will be made by the Board of Trustees following a recruitment process which will include an interview for shortlisted applicants, and an invitation to visit Capernwray and spend time with some of the team. Referees will not be contacted until late in the process and only with your prior agreement.

The aim is to have the successful candidate in post by 1 April 2022 at the latest, but if your availability permits, an earlier start date would be preferable.

If you wish to speak to someone informally about this position before applying, please contact: Michael Thompson (Chair of Trustees) or any member of the Senior Management Team via [julie.burrows@capernwray.org](mailto:julie.burrows@capernwray.org)

# STATEMENT OF FAITH

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- 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.

