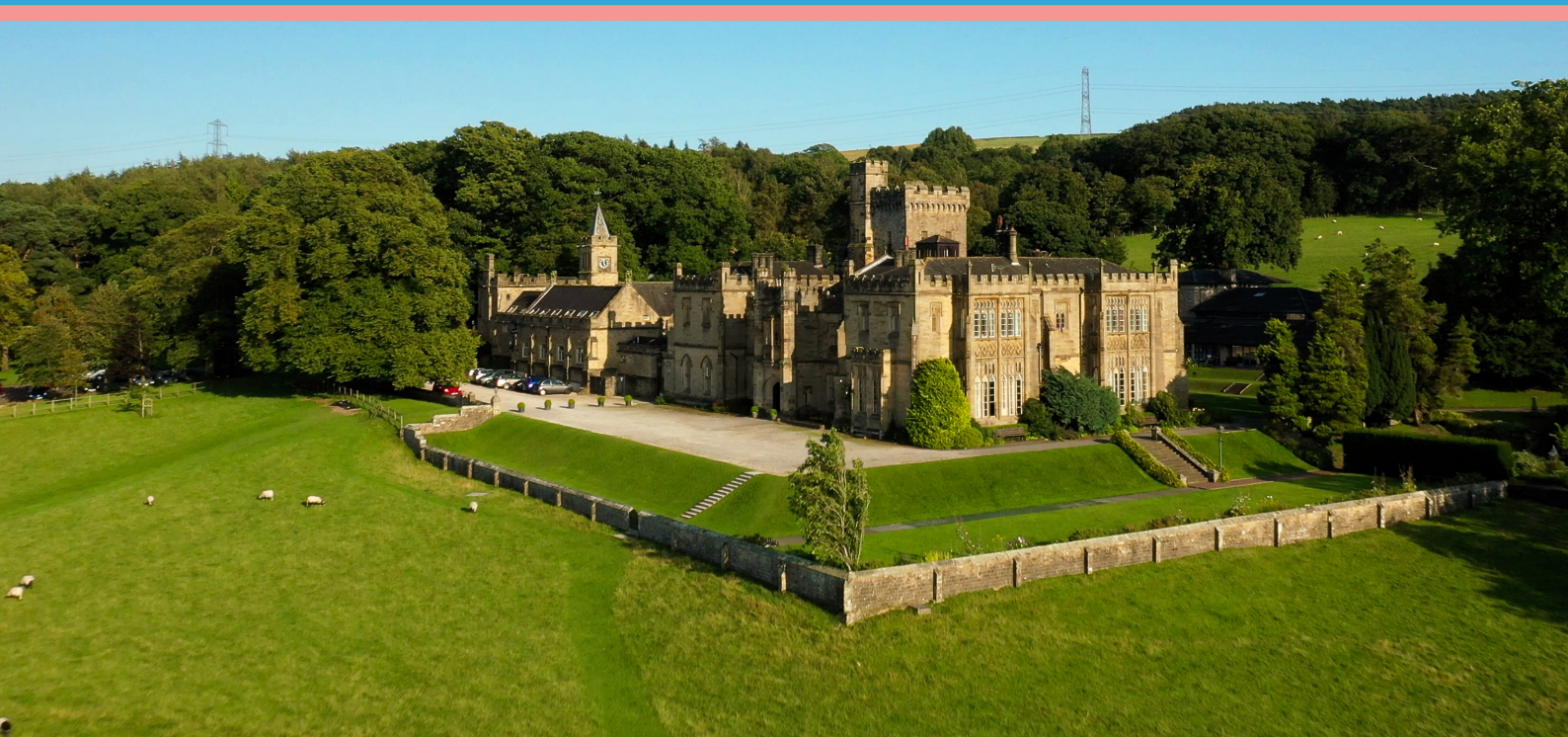


Appointment of
**MINISTRY ASSISTANT
PROGRAMME ADMINISTRATOR**



BACKGROUND TO CAPERNWRAY

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 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 number 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 significant number of voluntary staff serving throughout the year.



PERSON SPECIFICATION AND KEY RESPONSIBILITIES

Job Title:	Ministry Assistant Programme Administrator (Part-time 0.6, 22.5 hours per week over 5 days, term-time only considered)
Salary:	£19,636 FTE (£11,782 for 0.6 pro rata)

We are looking for a competent administrator to support Capernwray's new Ministry Assistant (MA) programme, enabling those on the programme to benefit from timely planning and the necessary information. The MA programme is an opportunity for Christian volunteers to commit to a year of living and serving at Capernwray in a variety of roles. You will work with the MA Programme Lead to ensure that clear documentation is produced, the time and skills of the 10 - 15 MAs are used well, and appropriate records are kept.

Purpose of Role:

To provide flexible administrative support to the Programme Lead of the Ministry Assistant Programme as it is developed and shaped for the future.

Responsibilities will include:

- Maintenance of individual files for all MAs including applications, references, development plans, placement reviews etc.
- Owner / Creator of master schedule for planning and tracking placements across the organisation by Time, MA, Role, Department; including initial issue resolution as required.
- Secretary to the MA Programme Steering Group
- First point of contact for admin- related matters for the MAs.
- Administration of the recruitment process in future years.



ABOUT YOU

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

Essential Skills:

- Basic knowledge of Capernwray and its operations or an ability to learn fast
- High degree of resilience and ability to respond flexibly to programme needs
- Strong organisational, communication, administration and planning skills
- Ability to solve basic operational problems
- “Completer/finisher” mindset
- Strong written and oral communication skills
- Commitment to continuous improvement

Desirable Skills:

(If you do not have these do not be deterred from submitting an application).

- Experience of using spreadsheets and databases
- Experience of Google software
- Experience of working with volunteers

Key Responsibilities common to all Capernwray staff:

1. To contribute to the Capernwray Holiday & Events Programme, in consultation with the Holidays & Events Manager.
2. To co-lead a ‘Family Group’, offering friendship, direction, pastoral nurture and encouragement to the voluntary workers or students within it.
3. 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.
4. To identify and source opportunities and resources for continuing personal and professional development, in consultation with the Operations Manager.
5. As required, to promote and represent Capernwray locally and nationally in consultation with the Operations Manager.
6. To willingly and regularly affirm the ministry’s Statement of Faith, Principles and Practices, Mission Statement and Values.



TERMS AND 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.

Annual Leave:	Full-time 30 days per annum (including days in lieu of Bank Holidays) increased to 32 days after five years' service part-time pro rata. The Capernwray holiday year runs from April to March.
Hours of Work:	Part-time 22.5 hours per week over 5 days, eg 10am - 2.30pm. We will consider applicants who wish to work in local school term times only.
Pension Scheme:	Auto-enrolment pension scheme. Current contribution rates are 4% for employee and 7.8% employer.
Additional Benefits:	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/

If you wish to speak to someone informally about this position before applying, please contact Julie Burrows, Operations Manager, on 01524 738034, or julie.burrows@capernwray.org.

Closing date: 22 July 2022

Starting date: As soon as possible

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.

