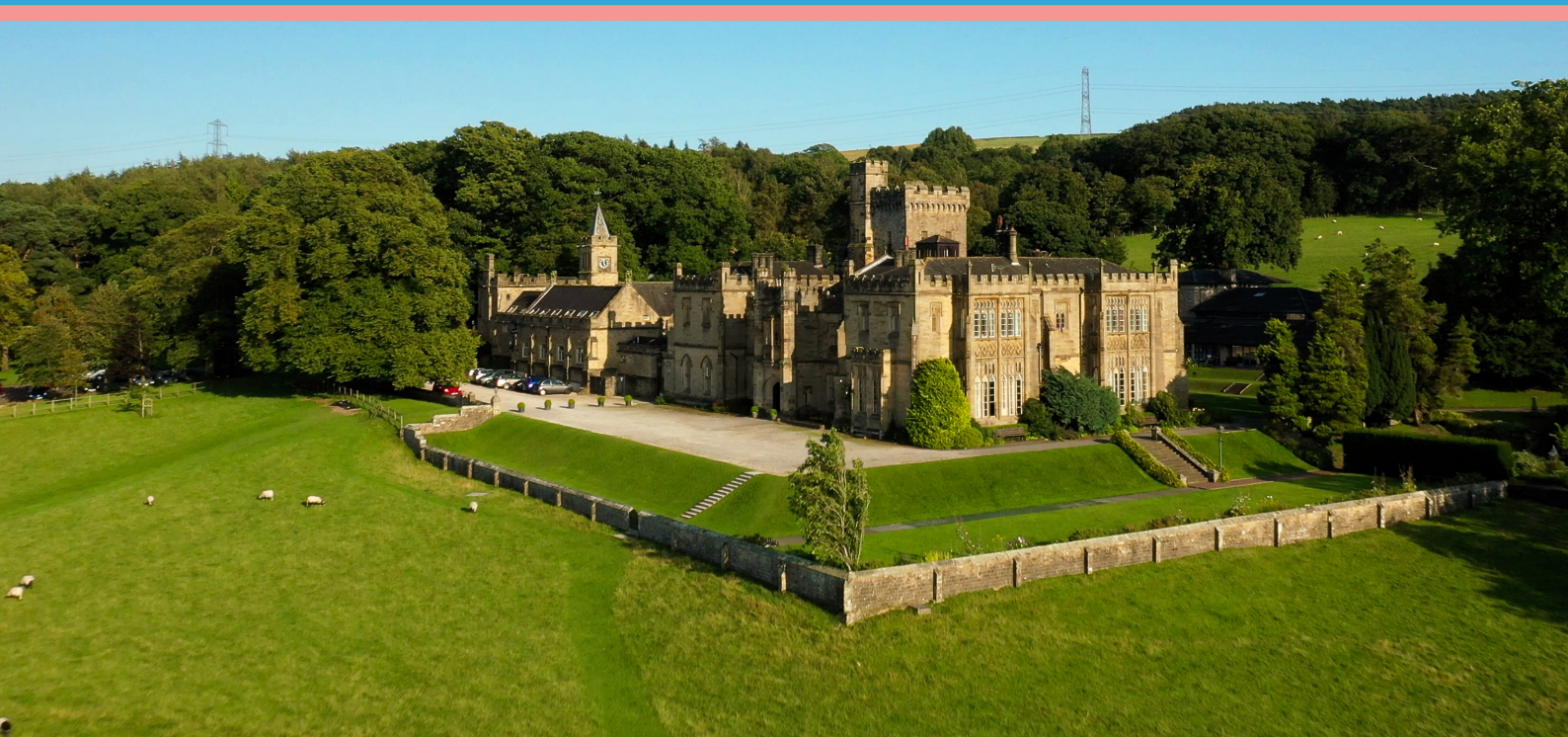


Appointment of **RECEPTIONIST**



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: Receptionist
(Part-time 0.4, 15 hours per week over 2-3 days)

Salary: £19,636 FTE (£7,855 for 0.4 pro rota)

We are looking for a competent Receptionist to share responsibilities with our existing Reception team.

Purpose of Role:

To be the first point of contact, to answer queries, to handle bookings, payments and transport.

Responsibilities will include:

- Be the first point of contact for all visitors
- Greet and welcome guests and visitors as soon as they arrive
- Answer, screen and forward incoming phone calls
- Provide basic and accurate information in-person and via phone / email
- Direct visitors (including contractors) to the appropriate person
- Receive, sort and distribute daily mail / deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (signing in, issue visitor badges, updating fire lists)
- Update calendars and schedule meetings
- Perform other receptionist duties such as filing, photocopying and scanning documents
- Accurately handle and reconcile cash and electronic payments
- Ensure the reception area is tidy and professional, and stocked with all necessary stationery and material (e.g. pens, forms and brochures) and keep an inventory of stock
- Manage the day-to-day Reception operations in respect of booking overnight guests, including 'bed and breakfast' guests, Taster Week guests and Guest Lecturers
- Manage the provision of Capernwray transport for students and guests in accordance with Capernwray policies
- Supporting other administration functions across the organisation



ABOUT YOU

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

Essential Skills:

- Strong inter-personal and communication skills
- High degree of resilience and ability to respond flexibly to needs and requests
- Organisational, administration and planning skills
- Numeracy skills
- Ability to solve basic operational problems
- 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

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 15 hours per week over 2-3 days, usually during core hours Monday - Friday but including some Saturdays and later shifts during the holiday programmes, and occasional Sundays.
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.

