

CAPERNEWRAY



APPOINTMENT OF
OPERATIONS MANAGER



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.

Accountability: Takes responsibility for own behaviour and the consequences of own actions and acts in accordance with organisational standards.

Team and Collaboration: The ability to work cooperatively and effectively with others in order to achieve shared aims and objectives.

Relationship Building: The ability to develop, maintain and strengthen positive relations with colleagues, partners and those whom we serve.

Performance Management: Sets clear and challenging objectives, encouraging high performance and an ethos of excellence.

Personal Development: Commitment to training in order to develop knowledge and skills to better achieve the wider organisational aims and objectives.

Essential Skills:

- An experienced manager, able to think strategically and deliver operationally.
- Highly organised, takes a systematic approach to work.
- Ability to identify priorities, especially where there are competing needs and expectations.
- Sound operational knowledge and expertise in IT and communication systems.
- Sound operational knowledge of health and safety and GDPR.

Knowledge and Experience:

- Effective people management skills and able to demonstrate experience of successfully managing change and building and supporting successful teams.
- Experience of managing a complex calendar including rota schedules.
- Excellent interpersonal skills and the ability to act as the main point of contact on the day to day operations.
- Adept at managing a diverse workload and able to maintain a strategic view of the work despite demanding day to day issues.
- Excellent verbal and communication skills, with the ability to communicate effectively with a range of people.

Desirable Attributes:

- Experience of working in the charity sector.
- Experience of working in Christian residential ministry
- Experience of working with volunteers.





KEY RESPONSIBILITIES SPECIFIC TO THIS ROLE

- Integral role within the management team to liaise and communicate across the organisation ensuring the smooth operation of support services.
- To manage the annual calendar in order to support the Bible School, Holiday Programmes and other events.
- To manage the day to day operations including for example, reception, bookings and transport and to develop successful systems to ensure ease and efficiency of operation.
- To oversee the support service departments and line manage support service staff.
- Building and developing positive and effective teams.
- To have oversight of department rota schedules ensuring all areas of work are correctly resourced.
- To oversee operational health and safety requirements within the support services.



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 Managing Director.
- As required, to promote and represent Capernwray locally, nationally and internationally, in consultation with the Managing Director.
- 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.

Salary: Related to experience and appropriate level of responsibility.

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

Hours of Work: 40 hours a week. Normal office hours are Monday to Friday but there are some Saturday events when staff are required to be involved.

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 Bursar: phil.burt@capernwray.org.uk

Or posted to:
Bursar, Capernwray Hall
Carnforth LA6 1AG

Closing date: 25th March 2019

CAPER



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.