



Job Title: Eden Recruitment and Development Co-ordinator

Location: Message Trust HQ, Sharston, Manchester (additional UK travel as required)

Hours: Full Time (35 hours) weekdays; evenings and weekends in lieu where role requires

Start Date: 1 Nov 2019

Salary: £24,000-£26,000 Dependent on experience

Reporting to: Head of Eden

Direct reports: None

Primary internal working relationships: Message depts. & ministries especially Creative and Partnerships, Message Hub staff

Primary external working relationships: Eden team leaders, Churches (partner churches and potential partners), external training/speaking events if required

Since 1997, The Message Trust has sent and supported locally based Eden teams to be a transformational Christian presence in many of the nation's most disadvantaged communities through partnership with local churches. This front-line work depends on vital behind the scenes support from the Eden Network HQ.

The Message Trust is looking for a high-capacity and enthusiastic individual to develop the network through recruitment, partnership and training.

You will be part of the small team that provides core central functions and specialist advice to the Hubs. The post-holder will be responsible for matters relating to recruitment, training and the monitoring and development of our network.

What does this job involve?

We are looking for an engaging and creative individual with the ability to grow and develop our network of UK mission teams.

You will believe and understand in the purpose and model of our organisation and as the primary contact person for ensuring both quality and innovation within the network you will be able to strategically assess our impact and develop training and resources to ensure the consistent high quality of our work.

You will also take the lead in developing and devising a national recruitment strategy in order to grow the network.

You will work closely with our regional hub teams to ensure our team recruitment and development processes are followed and reviewed regularly to guarantee efficiency for the regional hubs.

Who will thrive in this role?

In person, you will be positive, confident and collaborative. We are a relational network: you will need to be able to connect with and inspire people both inside and outside of our



network. You will enjoy representing us at festivals, conferences, churches and other opportunities you identify.

You will have experience in recruitment and training. You will find developing and implementing new processes exciting and be able to relate these to their practical outworking and be able to use them interpersonally to train teams and develop partnerships.

You will be comfortable learning new systems, databases and seeing their benefits in real-world terms (previous experience using or working in conjunction with the database The Raiser's Edge would be beneficial).

Good personal management is a must: you will be able to multitask competing demands and prioritise tasks on your own initiative. You will not wait to be asked to plan ahead for future training ideas and you will enjoy the variety of challenges this work brings.

Specific duties and responsibilities:

Recruitment

- Assist the network in launching 12 new Eden teams per year
- Devise and implement a multi-faceted national recruitment strategy, including church visits, to assist the network in launching 12 new Eden teams per year.
- As the first point of contact for national recruitment enquiries, you will pro-actively follow up interested parties by phone, email and in person if appropriate. This will involve evening and weekend phone calls where needed.
- Coach, co-ordinate and assist recruitment at hub and team level with hub staff and Eden team leaders.
- Maintain and monitor the recruitment pipeline identifying and implementing improvements in process and application.
- Produce monthly KPI recruitment reports and analyse to implement improvements.

Partnership

- Support Hubs in development of new partnership opportunities
- Maintain and monitor the partnership development pipeline and tracker on Raisers Edge; identifying improvements and producing regular reports
- Develop and distribute resources to assist with Network-wide partnership development and maintenance
- Ensure Hubs conduct annual partnership reviews, monitoring and sharing learning points across the network.
- Partnership development outside hubs and support to international partnership development
- Partnerships with other organisations/training providers
- Co-ordination of Eden subsidiary Charities

Training, Investment and Quality

- Monitoring and evaluating success of on the ground work
- Monitoring and evaluation team health and development



- Primary contact for Hub troubleshooting and possibility for group coaching for Hub Leaders and ETLs as required
- Develop and distribute ETL and TM training materials
- Develop training events and materials for internal and external use
- Devise and develop training opportunities for teams to implement in community
- In collaboration with the HQ team develop existing Network events such as Proximity (annual conference), Eden team leader residentials, Formations, 'Team's day' and future opportunities.
- Alongside HQ team input into Every Stage Investment programme

General responsibilities:

- Enter fully into The Message Trust team life, including morning prayers, monthly prayer days and evening prayer meetings
- Additional duties reasonably required by the Head of Eden within the scope of the above.

Person specification:

- Applicants should be able to articulate a clear vision for their role within the work of The Message, particularly with reference to their ability to function within the framework of its Mission, Vision, Ethos and Values.

*Full copies of our Mission & Vision statement and our Ethos & Values statement are available on request or can be viewed online at www.message.org.uk.

- Excellent intrapersonal skills – outgoing and engaging. Able to motivate, inspire and recruit.
- Articulate verbal and written communicator.
- Self-motivated, able to work independently and as a constructive part of a team.
- Highly organized with an ability to multi-task as well as attention to detail.
- Highly proficient in ICT including MS Office and similar IT packages and willing to learn our in-house database management system (Raiser's Edge)
- Able to rapidly adapt and learn relevant emerging technologies under own initiative.
- In possession of full UK driving license.
- **All staff are expected to raise regular financial support for the ministry, aiming to raise £75 per month before starting rising to £125 after 3 months..**