



# RESEARCHER (QUALITATIVE)

## Application Pack

BE THE TRAILBLAZER  
ACTIVATE CHANGE  
STRENGTHEN LIVES  
BUILD COMMUNITIES  
EMBRACE THE CHALLENGES  
BE THE HELPING HAND  
FAITH TAKING ACTION  
PURPOSEFUL ACTION  
REAL PEOPLE  
REAL FAITH  
RISK TAKERS

# **FROM THE INTERIM CEO**



I am delighted that you are interested in the role of Researcher (Qualitative) with Church Army, I really hope that as you read through this job pack you get a clearer sense of who we are as Church Army and how this role fits into our desire to see communities across these islands transformed.

This is an exciting time to be part of Church Army as we continue to grow our frontline work in addition to implementing the new strands of our DARE strategy in the next three years to further our impact and reach our vision.

We are passionate about seeing communities transformed which is why Church Army is proud to work in some of the toughest communities across the UK and Ireland and make an impact that brings about real-life change. Our Centres of Mission, which are created in partnership with dioceses, are where we deploy evangelists into communities to share faith and empower and equip the local church in mission

and evangelism. We are working hard in our aim to increase to 50 Centres of Mission by 2027. In Marylebone London, we run the biggest women's only hostel which empowers women to end their homelessness and live their lives to the full. We also run the Amber Project in Cardiff which helps over 100 young people each year who battle self-harm; as well as a hostel for young people.

Our GRACEUP values are at the heart of all that we do. We are proud of our committed and passionate staff team who all contribute to our vision of seeing communities transformed. In joining Church Army, you will belong to a community of gifted people who are proud to do what they do, and we work hard to make sure our team know that they are valued for their contributions and know that they are making a difference to the lives of hundreds of people.

Church Army's Research Unit is looking for a Researcher to contribute to the qualitative aspect of their work. You will be based at the Wilson Carlile Centre in Sheffield, which is home to our national office team and operates as a reputable accommodation and conference centre; it is a fun and hardworking team to be part of.

I hope that as you read through this job pack, you will be inspired and encouraged to want to join amazing team and Organisation.

A handwritten signature in black ink that reads "Des Scott". The signature is stylized with a large, sweeping initial 'D'.

**Des Scott**

# WE ARE CHURCH ARMY

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We are Church Army. We are catalysts; strengthening lives and communities. We do not shy from the gospel because we believe it changes lives.

## Our vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

## Our values

Everything we do is underpinned by our GRACEUP values:

**Generous** - We want to model God's generosity to others.

**Risk-taking** - We have a long heritage as a pioneering movement, prepared to take risks and give colleagues permission to seek to do new things.

**Accountable** - We are accountable to God and others. We want to be reliable and live responsibly to high professional standards.

**Collaborative** - We are committed to partner with those who share our values; we believe it enhances our work.

**Expectant** - We are hopeful, expecting God to do new things amongst us.

**Unconditional** - God loves everyone and everyone is significant in his eyes; we will serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.

**Prayerful** - We listen for God's voice and want to be obedient to him. We want to be like Jesus in our actions and witness.

See our [We are Church Army](#) video here



## **ROLE OF RESEARCHER (QUALITATIVE)**

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This is an exciting opportunity to work with our committed, inspiring and growing research team. Since its inception in 1997, the Research Unit has had the brief to examine contemporary Christian evangelism, mission, and the creation of fresh expressions of Church. The vision of Church Army's Research Unit is to live out our calling and values: seeing and communicating what God is doing in mission. Over the years, the unit has developed a strong reputation for being a credible and pioneering voice for change within Church Army, the Church of England and wider Church.

Church Army are looking for someone with an enthusiasm for research and the difference it can make, to join our team. You will be involved in the design and delivery of mixed method research projects, contributing particularly to the qualitative aspects of our work. This will include both 'internal' research on Church Army Centres of Mission and research-oriented consultancy for external clients and funding partners. Within the role, you will receive mentoring and support from the team's senior researchers, so the role is a great opportunity to further develop your research skills.

The team works closely together, to live out its Christian ethos and model Church Army values, and the post holder for this role will actively engage in this also. We are looking for someone who will be excited to research what God is doing and how lives are being transformed across Church Army, sharing in our belief in what we do and why we do it.

The team is in high demand for their skills and expertise and comprises of an incredibly gifted group of people with a passion for the difference that research can, and is, making. With a growing reputation and demand, this is an exciting time to join the Research Unit and Church Army's wider Learning and Development team, which draws together our work around research, training, leadership development and church resources.

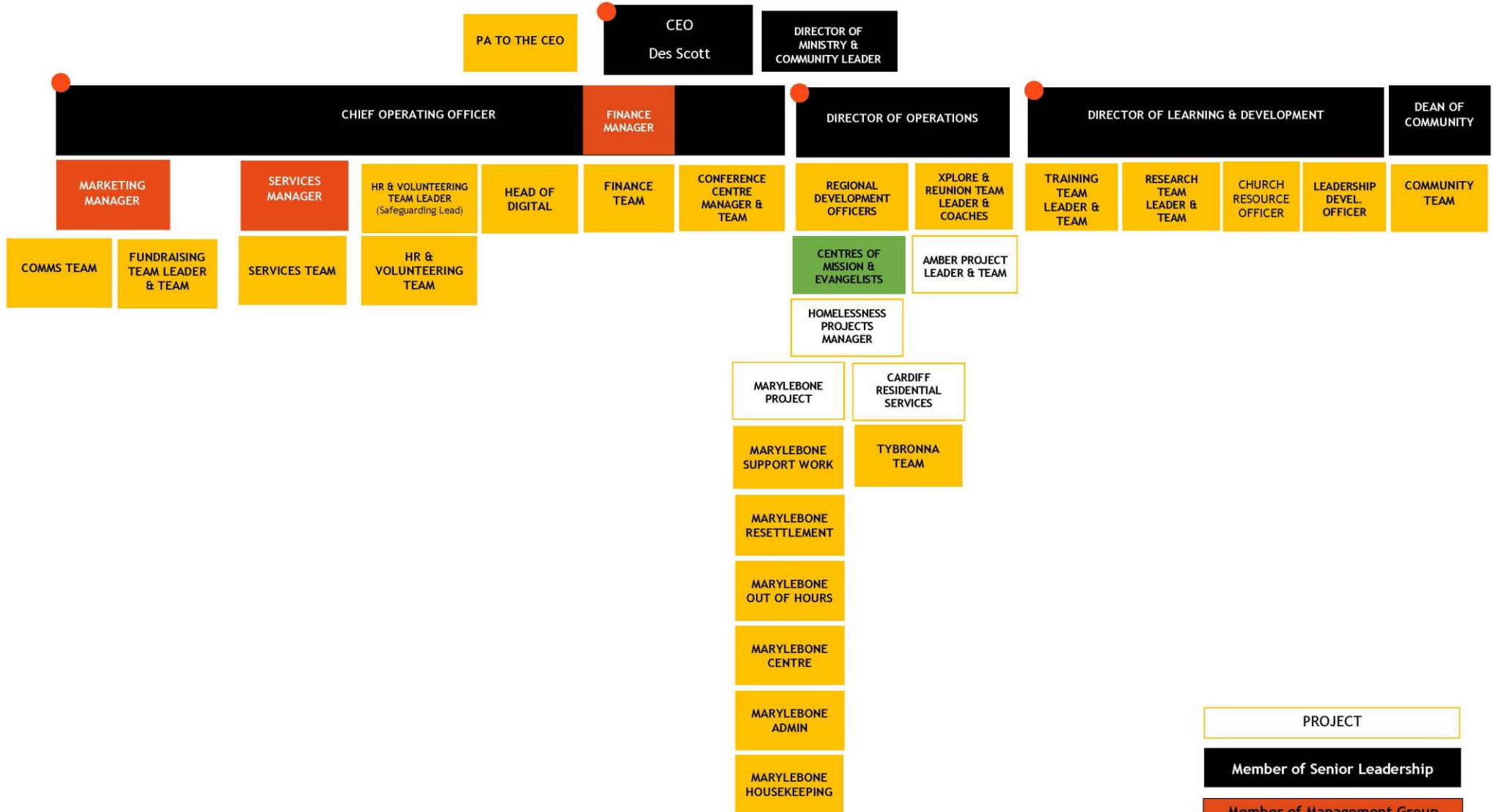
*Andy Wier, Research Team Leader*



# OUR CHURCH ARMY TEAM

FROM 1 JUNE 2020

CHURCH ARMY BOARD



PROJECT

Member of Senior Leadership

Member of Management Group

● SLT MEMBER ALSO ON MANAGEMENT



Young people from The Amber Project, Cardiff.

# JOB DESCRIPTION

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<b>Job Title:</b>	Researcher (Qualitative)
<b>Responsible To:</b>	Research Team Leader
<b>Relating To:</b>	Director for Learning and Development and other members of the Learning and Development team including: Senior Researcher/s; Senior Reviewer; Researchers and Research Associates Research Administrator
<b>Purpose:</b>	To carry out research in Church Army's Research Unit, collaborating on mixed methods research projects and providing particular skills in qualitative research
<b>Objectives:</b>	<ol style="list-style-type: none"> <li>1. To contribute to the design and delivery of mixed method research projects</li> <li>2. To work under the team leader in completing qualitative research tasks</li> <li>3. To work with the other team members in other related research functions</li> <li>4. To be a member of the wider Learning and Development team</li> <li>5. To be an active member of the Community at the Wilson Carlile Centre</li> </ol>

## KEY RESPONSIBILITIES AND TASKS:

1. **To contribute to the design and delivery of mixed method research projects:**
  - 1.1 Work collaboratively with other members of the research team to help design and deliver creative mixed methods research in mission and evangelism, reflecting the current needs of Church Army and the wider church
  - 1.2 Liaise with internal and external clients as required

- 1.3 Ensure all projects are appropriately documented, including attending to GDPR
- 2. To complete qualitative research tasks agreed with the team leader and senior researcher/s:**
  - 2.1 Arrange and conduct research interviews, focus groups, and other forms of qualitative data gathering
  - 2.2 Work with the team leader and senior researcher/s to design and deliver programmes of participatory action research and creative consultation
  - 2.3 Analyse qualitative data gathering using agreed systems, software and tools
  - 2.4 Write interview summaries, case studies, reports and agreed outputs
- 3. To work with the other team members in other related research functions:**
  - 3.1 Attend and contribute to research team meetings and other meetings to review and plan work
  - 3.2 Work with the team to produce relevant publications that share CARU research, published in hard copy and on the website
  - 3.3 Undertake speaking engagements and give presentations as required
- 4. To be a member of the wider Learning and Development team:**
  - 4.1 Work with colleagues in the wider team to disseminate learning, good practice and ensure learning is shared
  - 4.2 Work with the wider team to think through its response the emerging strategic vision ensuring the wisdom from research projects is fed into the development of new resources and design of training provision.
- 5. To be an active participant in the community of the Wilson Carlile Centre:**
  - 5.1 To help to build a sense of community and teamwork within the Wilson Carlile Centre
  - 5.2 To attend and take part in monthly Sheffield Staff Team Gatherings.
  - 5.3 To share in the general responsibilities of all staff with regard to:
    - Welcoming visitors to the Centre
    - Answering the telephones
    - Dealing with incoming and outgoing post
    - Handling general enquiries



**General:**

- To undertake any such duties as are commensurate with the post at the direction of the Research Team Leader or their senior.
- To be active as a member of the Research team and Learning & Development team, participating in regular team meetings, meetings with members of the team as the need arises, and in the overall objectives and life of the team
- To attend an annual appraisal and regular one to ones with your line manager
- To undertake any training as required for the role as identified in an appraisal or supervision
- To adhere to Church Army's contractual and non-contractual policies at all times. These are outline in the Staff Handbook and on Church Army's intranet document library
- Act in the best interest of Church Army at all times



A volunteer at our Centre of Mission in Greenwich.

# PERSON SPECIFICATION

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below. The grid shows you how each criterion will be assessed.

ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Experience, knowledge, and qualifications</b>		
Educated to Masters degree in a relevant discipline, including experience of qualitative research methods	Knowledge of, and experience in using, qualitative research software	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview &amp; Selection Process</li> <li>• Pre-employment checks (e.g. references)</li> </ul>
Some experience of working in a research context	Knowledge of current Data Protection law and research ethics issues	
A good understanding of mission and evangelism	An understanding of the structures of the Anglican Church in the UK and Ireland	
<b>Skills &amp; Abilities</b>		
Capable of working in qualitative research		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview &amp; Selection Process</li> <li>• Pre-employment checks (e.g. references)</li> </ul>
A good communicator with experience in giving presentations and writing reports		
An analytical mind, attention to detail, and appreciation of nuance		
Team player with good interpersonal skills		
Ability to meet deadlines and prioritise workload		

Confident using IT		
<b>Attributes</b>		
Passionate about using research to discern what God is doing in mission		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview &amp; Selection Process</li> </ul>
Committed and hard working		
Flexible and able to respond to demands and requests of others		
Able to live out the values of the team, which are the values of Church Army		
<b>Other</b>		
A living and active faith in Christ Jesus, demonstrated in involvement in a local church.		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview &amp; Selection Process</li> <li>• Pre-employment checks (e.g. references)</li> </ul>
A willingness to travel and be away from home overnight on occasion	Driving licence and access to vehicle	

# OUTLINE TERMS AND CONDITIONS

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<b>Location</b>	Wilson Carlile Centre, Sheffield
<b>Salary</b>	£25,675 per annum pro-rata
<b>Hours</b>	<p>18.75 hours, with some evening and weekend work required as the job dictates. Normal working pattern will include Wednesdays and Thursdays.</p> <p><b>We are recruiting 1.5 posts across two roles within the Research Team and would therefore consider applications from those looking for full-time hours.</b></p>
<b>Pension</b>	<p>Church Army is an auto enrolment employer. You will be assessed under auto enrolment legislation and if eligible for pension contributions, you will be enrolled into a qualifying scheme and minimum pension contributions will be made by the employer.</p> <p>Alternative provisions are available if you are ordained or a commissioned Church Army evangelist, both of which are non-contributory by the employee.</p>
<b>Annual Leave</b>	25 days, plus bank holidays (33 days total) pro-rata
<b>Probation Period</b>	6 months
<b>Contract Type</b>	Part Time, Open-ended
<b>Notice Period</b>	4 weeks (after probation period)
<b>DBS Requirement</b>	A DBS is not required for this role. All staff are expected to read and comply with Church Army's Safer Ministry Policy.
<b>Occupational Requirement</b>	Due to the responsibilities of the role there is an occupational requirement under the Equality Act 2010 that the post holder has an active faith in Jesus, demonstrated by an involvement in a local church and agreement with the vision and values of Church Army.

# APPLICATION PROCESS

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To apply, please submit an CA Faith-Based Application Form which is available to download from the job advert on our website.

Applications should be sent to: [recruitment@churcharmy.org](mailto:recruitment@churcharmy.org)

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**Deadline: Friday 28 August 2020**

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**Interview date: Thursday 17 September 2020**

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For more information about Church Army please visit: [www.churcharmy.org](http://www.churcharmy.org)

Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- Successful completion of a probationary period
- Two satisfactory references, including one faith based

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.