

CHURCHES RELATIONSHIP MANAGER

Application Pack



CPAS, Sovereign Court One (Unit 3), Sir William Lyons Road,
University of Warwick Science Park, COVENTRY CV4 7EZ

Church Pastoral Aid Society, registered charity no 1007820
A company limited by guarantee, registered in England no 2673220
Registered office at address above

Thank you for your interest in the post of Churches Relationship Manager

CPAS has been resourcing local churches for mission and evangelism since 1836. CPAS has recently refreshed its vision and recalibrated the way it will support the local church in evangelism in the 2020's. This has reconnected us to the passion for evangelism expressed in 1836 but allowed new ideas to rise to the surface, not least a commitment to working with new forms of local church and a new generation of leaders. Through our patronage responsibilities, we are also involved in making clergy appointments every month of the year and in every Diocese of the Church of England. Our leadership and training work has extensive reach with church leaders, lay and ordained. We also run residential and holidays for children and young people, including a rapidly expanding programme with Church of England primary schools. All of this keeps us connected to churches and leaders in widely different contexts in villages, towns and cities across the UK and Ireland.

We're looking for someone who is gifted at developing and deepening relationships with these churches and their leaders. You need to be someone who wants to grow their involvement with CPAS' ministry and also be able to grow financial support for CPAS within this important group of supporters.

We're looking for someone who can build on our existing relationships, foundations and links and establish new ones in order to grow the number of people reached through our ministry and to help increase both regular and one-off donations to CPAS enabling us to support our work in line with our refreshed vision and strategy.

Hopefully this pack tells you everything you need to know to decide if this is the role for you, but if you would like an informal discussion about any aspects of the role or the details in this pack please contact Jude Palmer (Head of Operations) via email on jpalm@cpas.org.uk.

About CPAS

CPAS is an Anglican evangelical mission agency working with churches, mainly in the UK and Republic of Ireland. Established in 1836, our founders' purpose was captured in the phrase 'the gospel to everyone with a single eye to the glory of God'. The spiritual needs of men, women and children in our nations continue to motivate us and are reflected in our mission statement: **CPAS enables churches to help every person hear and discover the good news of Jesus Christ.**

The three main areas of our work are:

- **Leadership:** Resources, events and programmes to develop leaders at all levels in local churches, including Growing Leaders, PCC Tonight and the Arrow Leadership Programme. Our leadership training encompasses a wide range of key leadership topics, much of which is delivered in partnership with Church of England dioceses.
- **Venture and Falcon holidays and School Ventures:** Over 4,000 children and young people exploring life with Jesus on more than 100 residential holidays and weekends across England and Wales each year, which are led by 3,000 volunteer leaders.
- **Patronage:** As the UK's largest evangelical patron, we are involved in the appointment process for clergy at almost 700 churches.

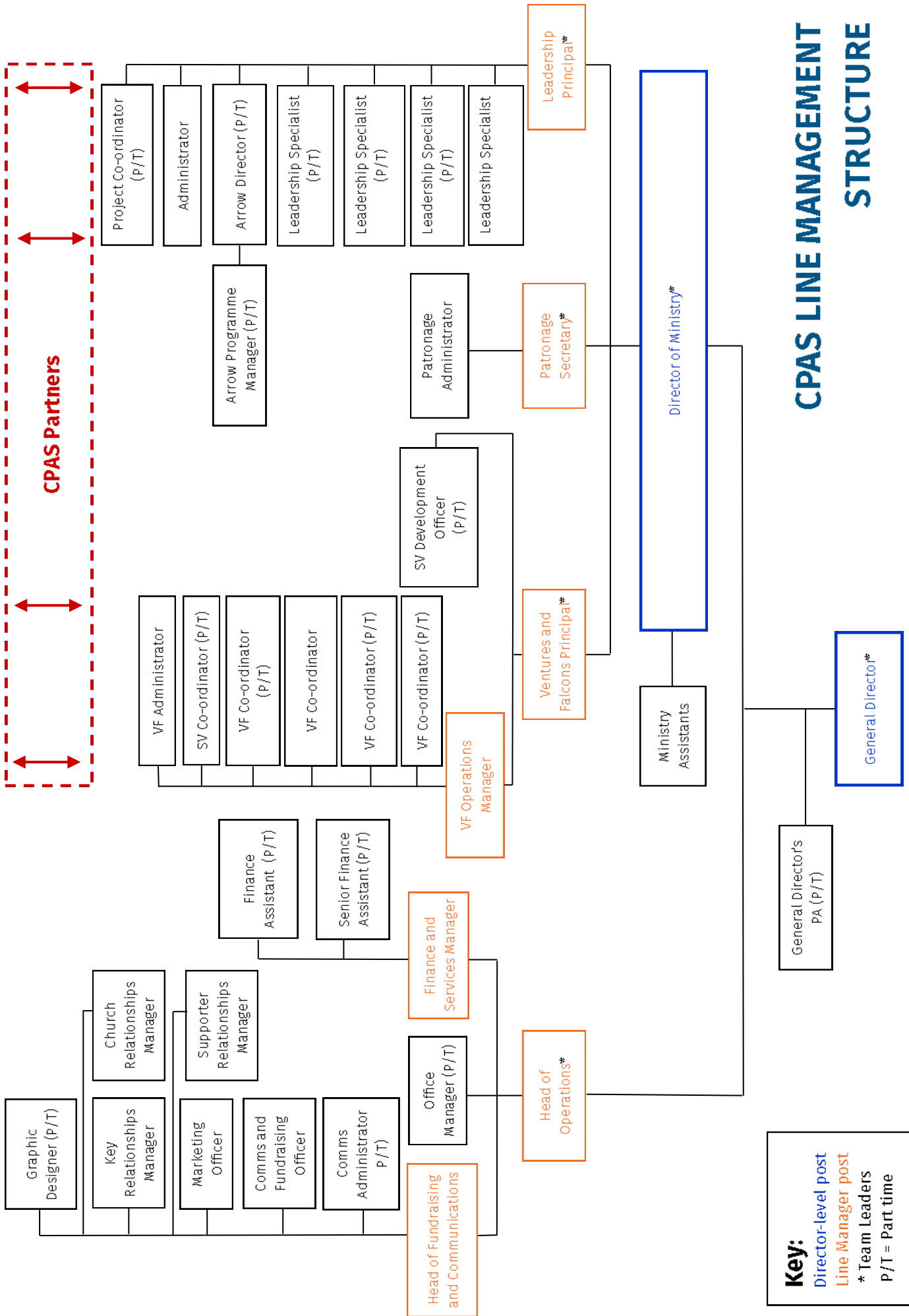
Statement of Faith

The CPAS Basis of Faith is adapted from the Anglican Evangelical Assembly's Basis of Faith and can be read online at www.cpas.org.uk/faith.

Location

Almost all our staff are based at our office (address on p1), on the outskirts of Coventry and 20 minutes walk from Canley station. We have comfortable, purpose-built and well-resourced facilities, including excellent IT provision and a strong support network.

Staff currently working at Sovereign Court One live in Warwick, Leamington, Coventry, Solihull and Birmingham, as well as the smaller towns and villages nearby. Our office is very close to the A45, providing easy access to London and Birmingham.



ROLE PROFILE – CHURCH RELATIONSHIP MANAGER

Our Vision

We long to see a Christ-centred, Bible-based, evangelism-focused Church where leaders are clear about their call to discipleship, growing in Christ-like character, and competent to lead in a time of rapid change; where leaders discern God's direction, enable action, build teams, develop leaders, facilitate communication, and nurture people; where leaders work in teams, reflecting the diversity of ministries, and model themselves on the servant character of Jesus; where leaders help transform inherited churches, pioneer emerging churches and deliver creative residential ministry, effectively helping children, young people and adults hear and discover the good news of Jesus Christ. This role is vital to making this vision a reality.

OVERVIEW OF ROLE:

Job Purpose

To develop and deepen relationships with churches and their leaders resulting in more involvement with CPAS' ministry and growing financial support for CPAS.

Core Tasks

CHURCH ENGAGEMENT:

- Deliver on Key Performance Indicators (KPI's) for Church engagement as agreed
 - Develop new relationships with churches and their leaders (including reactivating relationships. For examples, among churches where CPAS is the Patron, or among church leaders who are Arrow leadership alumni).
 - Initiate financial support from churches and their leaders who are currently involved with CPAS' ministry.
 - Deepen relationships with churches and their leaders (increasing the engagement with CPAS' range of ministry offerings and increasing financial support).
 - Cultivate speaking opportunities in churches and grow a network of advocates for CPAS in churches.
 - Represent CPAS at Christian Events (e.g. New Wine, Keswick Convention, and CPAS' National Larger Anglican Churches Consultation).

GENERAL:

- To conduct all research and supporter engagement activity in compliance with CPAS' Privacy Policy, GDPR and the Code of Fundraising Practice.
- To monitor and report on performance.
- Participate fully in the corporate life of CPAS as requested.
- Ensure fundraising is delivered to the highest ethical standards.

Accountability and Management

- The post will be matrix managed. They will be line managed by the Head of Fundraising and Communications, but have a dotted line into the Team Leader for Patronage.

Communication

- **Internally:** everyone in the Fundraising and Communications team, all the Team Leaders for each of the Ministry areas and their teams.
- **Externally:** churches and church leaders, Christian event organisers.

REQUIREMENTS FOR ROLE:

Knowledge

- Qualified to degree level (or equivalent by experience).
- Experience of delivering sales or fundraising targets in a relational way.
- Understanding of evangelical churches and church leadership, ideally within the Church of England.
- Good working knowledge of Microsoft Office systems.
- Experience of managing events and external suppliers would be an advantage.

Skills

- Strong relationship building and influencing skills. Excellent listener.
- Strong communication skills, particularly on the telephone and face to face. Able to present information in a clear and compelling way.
- Creative, solutions-focused. Able to make connections between CPAS' ministry and opportunities to engage churches and their leaders.
- Collaborative whilst also results focused
- Can work on their own initiative. Manages workload and follows-up effectively.

ROLE PROFILE (CONTINUED)

Passion

Motivated by the aims and objectives of CPAS' work, the postholder will be committed to high standards of customer service, efficient delivery and clear communication. Thrives working in a collaborative environment.

Travel

While much of the role is likely to be done on the telephone or video conferencing, the postholder will need to travel around the UK, including attending conferences and events (some residential, sometimes with camping accommodation)

Christian Faith

CPAS is an Anglican evangelical mission agency, working to support churches across the UK and Republic of Ireland. It is therefore important that the post holder has a committed personal faith, is an active member of a local church and is in agreement with the CPAS basis of faith.

Terms and Conditions

1. **Christian faith:** As a Christian organisation with a focus on mission, some of our roles include a Genuine Occupational Requirement (GOR) of an active Christian faith. Details of how this applies to this post are included in the role profile.
2. **Location:** The post is based at the CPAS office at Sovereign Court One (Unit 3), Sir William Lyons Road, University of Warwick Science Park, Coventry, CV4 7EZ. For exceptional candidates, we may consider this post to be based from home.
3. **Salary:** £37,083 per annum
4. **Contract:** This is a 3 year, fixed term contract. It is subject to an initial three-month probationary period and the usual on-going CPAS appraisal process.
5. **Expenses:** All authorised expenses are reimbursed.
6. **Hours of work:** This is a full time appointment of 37 hours per week.
7. **Holiday:** Annual holidays are four weeks, plus all bank holidays. The CPAS office is also closed from Christmas through to New Year.
8. **Start date:** To start as soon as possible.

How to Apply

Please send your CV and a detailed covering letter which includes the following points:

- What skills and experience you have that equip you for this role (as outlined in the role profile).
- Why you would like to work at CPAS.
- What date you could start work.

Applications should be sent by email or post to:

Jude Palmer (Head of Operations)

jpalm@cpas.org.uk

CPAS, Sovereign Court One (Unit 3), Sir William Lyons Road, University of Warwick Science Park, COVENTRY CV4 7EZ

Referees

Please give the names and addresses of two referees, indicating the capacity in which they know you. At least one of these should be from your present or most recent employer.

We normally take up references for all those called to interview (please indicate if you do not wish us to contact a referee prior to interview).

Closing Date

The deadline for applications is **noon on Wednesday 30 September 2020**.

Interviews

Details with regards to interview dates and processes will be provided to applicants.

Due to Covid-19, some elements of the recruitment process may need to be flexible and subject to change at short notice (e.g. face to face vs use of online videoconferencing tools).