

February 2021

ICT Assistant (part-time)

Thank you for your enquiry about the post of **ICT Assistant (part-time)** at Release International, a Christian Ministry and charity serving with persecuted Christians since 1968.

Please find attached:

- Job Description for ICT Assistant (part-time)
- Person Specification for ICT Assistant (part-time)
- Release International's Ethos Statement, Statement of Faith and Code of Conduct
- Application Form.

Release International is a Christian Ministry devoted to serving persecuted Christians and currently does so in almost 30 countries around the world. Among other things we supply Bibles, Christian literature, support prisoners of faith and their families, work for justice, and deliver needs-led projects to develop resilience of Christians as they live for Jesus in the teeth of persecution. Release International is also devoted to raising the voice of persecuted Christians, ensuring that individual Christians and communities throughout the UK and Ireland get to know about what is happening to their persecuted family members and are given multiple opportunities to engage with them as fully as possible.

Release International was inspired by the ministry of Richard Wurmbrand who was imprisoned and tortured by the Romanian secret police in the 1950s and 1960s because of his Christian faith. Much more information about the work and ministry of Release International can be found on our website at www.releaseinternational.org.

We are seeking to recruit a part-time ICT Assistant. The role is for three days (21 hours) a week, with 25 days annual holiday (15 pro rata), plus public/bank holidays pro-rata. The role will be based at Release International's office (coronavirus restrictions permitting) in Orpington, Kent for two days a week, with one day a week working from home. Flexible working may be required occasionally and Release International offers a system of Time Off in Lieu (TOIL) rather than overtime payment. The full-time-equivalent salary for this post is £24,896 per annum (£14,938 pro rata). We offer a non-contributory pension at 7% of salary, with an option to make a small additional 'matched' contribution.



The role may suit someone with relevant work experience or with relevant experience evidenced in other environments.

Please apply using the attached application form. Completed applications forms are to be returned by email to Lynnette Feist at recruitment@releaseinternational.org.

Or by post to:

Lynnette Feist
Director of Personnel
Release International
PO Box 54
Orpington
BR5 4RT

The closing date for this position is **9.00am Thursday 11th March 2021**. After short-listing, interviews will be held online on Monday 22nd and Tuesday 23rd March.

Subject to all necessary and satisfactory references and checks having been met, the start date will be as soon as possible, but this will be confirmed with the successful applicant.

All applicants will be advised as to whether they have been short-listed for interview and all applications will be retained for six months from the closing date of the application.

All personal data/special categories of personal data are processed in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) 2021. Please see Release International's Privacy Statement at <https://releaseinternational.org/faith-and-policy-statements/> . We rely on the lawful basis of consent, contract and legal obligation to process the information you provide as part of your application.

Pre-employment checks for this post will include references, evidence of the right to work in the UK and check of any qualifications as appropriate.

If you require any further information please contact the Director of Personnel, Lynnette Feist, at lfeist@releaseinternational.org or 01689 823491.

Thank you for your interest in this role, we look forward to receiving your application.

JOB DESCRIPTION

JOB TITLE: ICT Assistant (part-time, three days a week)
DEPARTMENT: Finance & Resources
LOCATION: Orpington, Kent – office based (two days), WFH (one day)
DATE: February 2021

JOB PROFILE:

The ICT Assistant is a part-time role (three days a week) which plays an important part within Release International’s Finance & Resources team to assist the Head of ICT, Digital and Resources (HIDR) to realise the vision of the Ministry to become digital and cloud first in a way that engages supporters and volunteers and enhances the support we can offer to overseas partners.

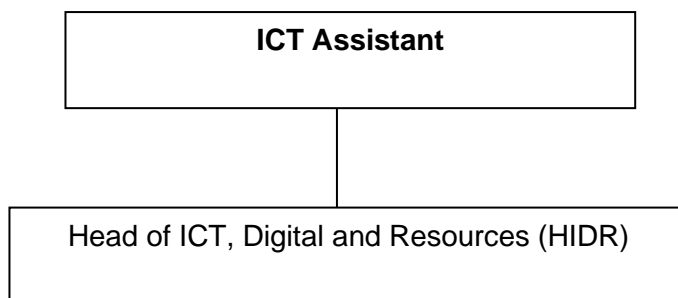
The ICT Assistant will be motivated by their Christian faith, having a compassionate heart for our persecuted family in Christ and a passion to serve them. The postholder will need to be able to use their excellent ICT skills, with a practical approach to problem solving and understanding of digital technology and developments, to assist the HIDR in the research and implementation of projects. They will also need an ability to help people with solving ICT issues and supporting online digital events.

SUPPORTING PURPOSES:

- To assist the HIDR with agreed ICT development projects and research as required.
- To assist the HIDR with ongoing support of staff with ICT issues.
- To provide support for online staff events and UK Engagement team events.
- To keep the asset-register of ICT equipment up to date and monitor stocks of peripherals.

ORGANISATIONAL CHART:

Reflecting our desire to practise servant-leadership, Release International organisation charts are inverted, i.e. the role at the ‘bottom’ serves and equips the role(s) above it:



MAIN RESPONSIBILITIES

| RESPONSIBILITIES: | Proportion of time spent on duty (0%): |
|--|---|
| <ul style="list-style-type: none"> • To participate in daily devotions and to lead when required. • To assist the HIDR with agreed ICT development projects as required, including direct development of solutions for the Ministry. • To assist the HIDR to research options for future ICT development projects; stay up to date with changes in technology which may assist our Ministry. • To assist the HIDR with ongoing support of staff with ICT issues, as required. • To provide support for online staff events and UK Engagement events and webinars. • To keep the asset register of ICT equipment up to date. • To monitor the stock of spare peripherals and when necessary order replacements. • To organise storage of ICT equipment and disposal of redundant equipment. | 90% |
| <p>GENERAL:</p> <ul style="list-style-type: none"> • To undertake continuing professional development. • To undertake other duties as may be reasonably required. | 10%, including devotions above |

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| <p>OTHER INFORMATION:</p> <p>The postholder will need to fully support Release International's Calling, Mission and Values, as set out in Release International's Ethos Statement.</p> <p>Our Calling states:</p> <p>Through the ministry of Pastor Richard Wurmbrand and Hebrews 13:3 we have been called by God to love and serve persecuted Christians.</p> <p>The following five Strategic Purposes (SP) form our Mission statement, which shows how we love and serve persecuted Christians, by:</p> <ul style="list-style-type: none"> • Raising their VOICE. • Giving them the 'TOOLS' they need to live for Jesus Christ. • Calling UK Christians into FELLOWSHIP with them. • Learning lessons of Christian DISCIPLESHIP with them. • Maintaining Christian STEWARDSHIP to honour them. |
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Flexible working may be required, including some evening or weekends to support online events. Release International operates a system of Time Off in Lieu (TOIL) rather than overtime payment.

There is an occupational requirement under schedule 9 of the Equality Act 2010 for this post to be held by an active, practising Christian in full agreement with Release International's Statement of Faith and who agrees to uphold Release International's Ethos Statement and Code of Conduct.

Signed and dated:

Job Holder: _____ Date: _____

Line Manager: _____ Date: _____

PERSON SPECIFICATION

| | | |
|---|--|---|
| JOB TITLE: | ICT Assistant (part-time, three days a week) | |
| DEPARTMENT: | Finance and Resources | |
| LOCATION: | Orpington, Kent – office based (two days), WFH (one day) | |
| DATE: | February 2021 | |
| Prepared by: | Jenny Cole/ Ben Gardner | |
| | Essential | Desirable |
| Work Experience: <i>Experience could be evidenced through other environments.</i> | Application of problem solving to bring digital solutions to real situations. | Experience of working with small teams or charities. |
| Education/Qualifications: | <p>Qualified in English and Maths to a minimum of GCSE level or equivalent.</p> <p>Qualified in Mathematics or ICT related course to A Level or equivalent.</p> | Degree level qualification in Mathematics or ICT related course. |
| Technical Knowledge: | <p>Proficient in Microsoft Office 365 package.</p> <p>Experience of PC orientated networks.</p> <p>Programming experience (eg. Python, Java, C++ or others)</p> | <p>Proficient in programming. Knowledge of MS Power Suite. Knowledge of MS Azure.</p> <p>Project management skills.</p> |
| Behavioural Criteria: | <p>Focused, with a keen attention to detail.</p> <p>Ability to research, analyse and offer appropriate solutions.</p> <p>Ability to work as part of a team and to build, develop and maintain good working relationships.</p> <p>Good time management skills.</p> <p>Willingness to seek help when required.</p> | Ability to work with minimal supervision. |

| | | |
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| | <p>Desire to learn new skills and a willingness to undertake training as required.</p> <p>Motivated by your Christian faith and to have a compassionate heart for your persecuted family and a desire to serve them.</p> | |
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OTHER INFORMATION:

There is an occupational requirement under schedule 9 of the Equality Act 2010 for this post to be held by an active, practising Christian in full agreement with Release International's Statement of Faith and who agrees to uphold Release International's Ethos Statement and Code of Conduct.

ETHOS STATEMENT*

Release International is a Christian Ministry which, within the environment of UK law and governance, is a Company Limited by Guarantee. It is also registered as a charity and governed by a Board of Trustees. The Charity's objects and powers of governance are documented in the Articles of Association.

The charity's objects are described in the Articles of Association as follows:

- The advancement of the Christian faith
- The relief of poverty amongst peoples worldwide who are suffering persecution or marginalisation for their Christian beliefs
- The furtherance of the charitable work of the charity by the advancement of such other charitable purposes as the Trustees shall from time to time decide.

The **Mission** of Release International is to help Christians in the UK and Ireland actively engage with their persecuted brothers and sisters around the world by praying with them, standing with them and learning lessons of true Christian discipleship with them.

The **Vision** is to see a world in which the whole Body of Christ understands persecution and responds prayerfully, pastorally and practically every time a Christian is persecuted.

The outworking of these objectives and the mission and vision of Release International is expressed in five key purposes which encompass all aspects of the ministry of Release International:

Showing God's compassion: providing for the needs of the families of Christians who are being persecuted or have been imprisoned or killed.

Serving God's church: enabling believers to survive persecution and its effects.

Sharing God's love: helping persecuted Christians bring to Christ those who are opposed to the gospel.

Spreading God's Word: supplying Bibles and literature to meet the need for growth and evangelism.

Speaking as God's advocates: being the voice of the oppressed and persecuted.

The motivation for the ministry is rooted in faith in Christ and as a Christian charity therefore, Christian faith is of central importance to the objects, the work and the ethos of Release International and this is expressed in the Statement of Faith, part of the Articles of Association, to which all Trustees, all Staff and all Volunteers must subscribe.¹

For the purpose of the Equality Act 2010 staff employed by Release International work to fulfil the Charity's objects and the five key purposes and Release International is committed to model the practical implications of its biblical beliefs at every level. In that sense every employee and volunteer is an ambassador for Release International and there is therefore an occupational requirement for employees of Release International, whether staff or mission partners or volunteers to be committed Christians and to adhere

¹ Described as the Basis of Faith in the Volunteer Application Pack

to the basis of the Ethos Statement and Statement of Faith of Release International and live in accordance with it, and given the above, it is proportionate to apply that requirement.

The Christian ethos of Release International is expressed in the values that having a personal relationship with Christ engenders:

God's love

We believe our attitudes and actions must reflect the kindness, mercy, grace and compassion of Jesus in all we do towards all people, but with special concern for oppressed and persecuted Christians (Galatians 6:9-10). We seek only to do good. In expressing our passion for justice and being a voice for the persecuted (Micah 6:8, Proverbs 31:8, 9), we choose to love and respect others, whether Christian or not, whether in fellowship with us or not (Mark 12:31).

The meaning of life is to be found in the immeasurable love of God in Jesus Christ (John 3:16). Its most fundamental characteristic is that it seeks the good of the other. It is contrary to all selfish, self-centred attitudes (1 Corinthians 13). Love is more than an emotion. It involves choosing to love others, including our enemies (Matthew 5:43-44). God's perfect love eradicates fear (1 John 4:18).

God's Word

We recognise that God's Word (the Bible) is inspired by the Holy Spirit. It is our supreme authority and pattern for living, not only in matters of personal faith and conduct but also in all we do as a ministry as part of the Body of Christ (Psalm 119:160; 2 Tim. 3:16-17; James 1:22-25).

God's Kingdom

We want to obey the words of Jesus in seeking first the Kingdom of God (Matthew 6:33) such that God's reign is evident in our lives and ministry.

We are receiving an 'unshakeable kingdom' as God's gift and God's initiative (Hebrews 12:28). As co-labourers with God in establishing His kingdom we are passionately focused on seeing people come to faith in Christ, discipling, equipping and empowering them to be effective witnesses, especially in situations of persecution (Matthew 5:10; 28:19-20).

Prayer

We take prayer seriously, and as a team model this by regularly and purposefully spending time with God. Recognising that the prayers of righteous people have great effect (James 5:16) we try our best to live holy lives, praying as much as possible, giving thanks in all circumstances (1 Thessalonians 5:16-18).

Integrity

By the grace of God we want our lives and ministry to demonstrate Christian integrity. We want to be known as people of humility, justice and mercy (Micah 6:8) others can trust because of our consistency of word and deed; truthfulness and honesty (2 Corinthians 4:2, Proverbs 10:9).

Exercising wisdom (Matthew 10:16), we will always seek to speak out on behalf of persecuted Christians with integrity, humility and a servant heart, ensuring their message can be verified and trusted.

Relationships

In Christian teaching, the Greek word 'koinonia' describes how Christians come together as a family, with believers being regarded as 'brothers and sisters in Christ'. Relationship; partnership; community; unity; sharing; common purpose; mutual effort; being joined together to work as a team; sharing the burden equally: these are all things we value and seek to practise as we exercise our ministry at home and abroad.

Church

It is important to us to work with and through 'local' church leaders wherever possible, supporting them in their pastoral responsibilities. In doing so we aim to serve and equip believers in the UK and Ireland, and in nations where persecution takes place; developing understanding of, and response to, persecution as they seek to grow together in Christian maturity and discipleship (1 Corinthians 12:26; Colossians 1:28; Ephesians 4:11-16).

In our dealings with individual Christians we will emphasise the significance of their membership of the Body of Christ (1 Corinthians 12:27) to which we also belong as brothers and sisters together, in the one worldwide church.

The values, attitudes, motivations and relationships of staff and the way the Ministry is achieved is as important as the Ministry itself. Staff are expected to act in good faith and with loyalty to a relational ethos and to evangelical Christian standards of behaviour; see Code of Conduct. Failure to do so may result in disciplinary action; see Disciplinary Policy.

According to the values expressed in this Ethos Statement and given the belief set out in the Statement of Faith of the Divine Inspiration and Supreme Authority of the Bible as the written word of God, fully trustworthy for faith and conduct, we wish to express solidarity in what we say and what we do with those who desire to lead a godly life in obedience to the scriptural teaching that sexual relations are intended by God only within monogamous heterosexual marriage and to express support for all who adhere to such scriptural teaching, particularly those who are suffering as a result of their faithfulness.

Release International is committed to diversity amongst its staff and will not discriminate on grounds that are unrelated to our ethos; see Equal Opportunities and Diversity Policy.

**The Ethos Statement is in the process of being reviewed to reflect the new expression of Calling and Mission as outlined in the Job Description and it is likely that the revised version will be in place by the time the successful candidate is appointed.*

STATEMENT OF FAITH

We believe in:

The one true God who lives eternally in three persons—the Father, the Son and the Holy Spirit.

The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.

The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God—fully trustworthy for faith and conduct.

The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgment.

The incarnation of God's eternal Son, the Lord Jesus Christ—born of the virgin Mary; truly divine and truly human, yet without sin.

The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.

The bodily resurrection of Christ, the first fruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.

The justification of sinners solely by the grace of God through faith in Christ.

The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.

The Church, the body of Christ both local and universal, the priesthood of all believers—given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.

The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgment, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

CODE OF CONDUCT**

Introduction

Release International's Ethos Statement includes the values that are demonstrated in the lives of those in relationship with Christ and notes that the values, attitudes, motivation and relationships of staff and the way the Ministry is achieved is as important as the Ministry itself. Staff employed by Release International work to fulfil the charity's objects and the five key purposes and there is an occupational requirement for all staff to be committed Christians. All staff are expected to act in good faith and with loyalty to a relational ethos and to evangelical Christian standards of behaviour.

This Code of Conduct defines Release International's expectations of behaviour and interactions for all staff whilst on Release International premises or whilst engaged in Release International work, wherever the location. Staff are expected to make every reasonable effort and intention to meet the standards of personal conduct and working practice set out in this code. Inappropriate conduct outside working hours and/or outside the workplace, may be considered to be in breach of this code, especially where it brings the organisation into disrepute.

This policy applies to all staff (full-time, part-time and those employed as consultants) and the term staff is used throughout the policy to apply to all of the above. Trustees have their own Code of Conduct. All applicants will also be asked to confirm that they will abide by the Code of Conduct, see Recruitment Policy.

Standards of Conduct

As a Christian organisation and as a result of shared beliefs and values the following are examples of behaviour that it is expected that all staff will demonstrate:

- Treat one another with grace, respect, courtesy, politeness and forgiveness
- Honesty and co-operation in all interactions, timekeeping and work practice
- Respect for authority and for individual conscience and diversity as people work together
- Good stewardship of Release International's finance and resources
- Willingness to give account of a living faith in Jesus Christ within settings and context appropriate to day to day responsibilities
- Regular commitment and participation in the life of a local church.

As a Christian organisation, prayer - both corporate and individual, is central to our work and as such all staff are expected to participate in daily devotions at Priory Buildings, when they are on site. In addition, all staff are expected to participate in Staff Away Days which are held up to three times a year and which include acts of worship, teaching and prayer.

All staff are expected to uphold Release International's policies and procedures, all of which are referenced in the Staff Handbook which provides other important information for staff.

Appendix C of the Safeguarding Policy provides a Safe Practice Code of Conduct with specific reference to safeguarding and promoting the welfare of children and vulnerable adults which should be read alongside this Code of Conduct.

Breaches of the Code of Conduct

As a Christian organisation, as expressed in the Ethos Statement and Statement of Faith, Release International is committed to act in all circumstances with compassion, grace and pastoral concern and breaches of the Code of Conduct will be dealt with in this way in accordance with the Disciplinary Policy.

Unsatisfactory conduct

Examples of unsatisfactory conduct include, but are not limited to:

- Poor timekeeping or attendance; unauthorised absence
- Persistent disruptive behaviour
- Repeated failure to attend daily devotions when at Priory Buildings
- Repeated failure to attend Staff Away Days
- Rudeness to staff, visitors, supporters or anyone connected with Release International's work
- Insubordination to management
- Failure to comply within an acceptable time with a reasonable management instruction
- Commit or attempt to commit any act which may endanger persons or property or which breaches any safety rule, Release International policy or legislation
- Remove or attempt to remove any article or articles which are Release International's property, or any individual's property kept on Release International's premises without prior permission of the owner or inventory holder
- Any other conduct which is likely to endanger the order, harmony, welfare, character or reputation of Release International.

Gross misconduct

Examples of gross misconduct include, but are not limited to:

- Any action constituting a serious criminal offence
- Giving false or misleading information during the recruitment process, whether or not material to the decision to offer employment
- Theft or fraud from Release International, its staff, visitors, supporters or anyone connected with Release International's work
- Falsification of records or expenses
- Deliberate and serious damage to the property of Release International, its staff, visitors, supporters or anyone connected with Release International's work
- Causing loss, damage or injury by serious negligence
- Misuse, or use for personal gain, of equipment belonging to Release International
- Reporting to, or being at, work unfit due to the influence of alcohol, solvents, prescriptions or non-prescription drugs or any other illegal substance
- Deliberate misuse of alcohol, solvents, prescriptions or non-prescription drugs or any other illegal substance
- Deliberate viewing or circulating of pornographic, offensive or obscene material
- Racist or sexist language, blasphemy or sexual innuendo, use of commonly accepted swear words, especially where there is repeated use
- Gross insubordination
- Physical violence, threats, harassment or bullying in relation to any member of staff, visitor, supporter or anyone connected with Release International's work

- Abuse of others, including children
- A serious breach of safety procedures or regulations
- Breach of confidentiality, confidence, trust or Data Protection
- Unauthorised distribution, either privately or publicly, of images of dead or disfigured bodies
- Be in possession of firearms or any offensive weapon whilst at work, wherever the location
- Any action likely to seriously endanger the order, harmony, welfare, character or reputation of Release International.

Inappropriate conduct outside of working hours and/or outside the workplace

Inappropriate conduct outside working hours, or outside the workplace, may be considered to be in breach of this code, especially where it brings the organisation into disrepute.

Examples of inappropriate conduct outside working hours and/or the workplace include, but are not limited to:

- Any criminal offence
- Any action which affects the performance of a member of staff in their particular role or which renders a member of staff unsuitable for the type of work they do (e.g. loss of driving licence where driving is essential to the job)
- Any action which leads to a breach of mutual trust between Release International and a member of staff (e.g. fraud or deception)
- Any action which damages the reputation of Release International
- Publicly expressing views which are contrary to Release International's Statement of Faith or which undermine Release International's Ethos Statement.

*** The Code of Conduct is currently being reviewed. It is likely that the revised version will be in place by the time the successful candidate is appointed.*