



CYM IPSWICH

**OFFICE & OPERATIONS
MANAGER**

*Recruitment Pack
November 2021*

Hello!

Thank you so much for your interest in our Office & Operations Manager position. This role is new to our team but comes at a critical moment in the history of the charity. We are in the process of moving our office base to a new location, where we will offer and provide many different activities and opportunities for children and young people. This role will play a crucial part in the logistics, planning and delivery of our move.

I encourage you to follow the link below and watch our latest vision video. This will give you a taste of who we are and what we do – but also, importantly, it will explain further about our future ideas and dreams: <https://bit.ly/cymvision>

I hope that you will find the necessary information within this pack to help you discern if it is right for you to apply for this role. Please be assured that the Trustees and team at CYM are praying for this process and we take very seriously the responsibility of getting this appointment correct. We want to find the right person for this exciting role!

You will find some information about our vision and values in this pack and I suggest that you take your time looking through these – I believe that these will help you decide if you should apply for this opportunity. The vision and values for the charity are very important to us and we believe that they form a crucial part of the culture that we always try to create; a place where all are welcome, a place that feels like family and a place where our collective heart is to serve others through the projects that we offer.

I also encourage you to look at our website, c-y-m.org.uk, and our social media pages. These will give you a flavour of the work that we are currently engaging in and you will see some of the brilliant team doing it.

Please know that I will be only too happy to meet with you informally before you apply if that is helpful. Thank you for considering this role. Thank you for being interested in our work and I look forward to hearing from you if you feel that you could be the right person for this role at CYM.

With my best wishes,

Simon Scott - Director, CYM Ipswich





INVESTING IN GENERATIONS. INSPIRED BY JESUS.

Bringing wholeness through safe spaces.

We are a team of passionate Christians who want to see positive change in all children and young people. Formed in 1983, we are always looking to develop nearly four decades of work across the schools in our town. We are a para-church organisation, working in partnership with local churches and organisations for the better of the children and young people in our town. Our key projects are the pioneering 'School Chaplaincy' project and also providing residential opportunities for young people, in various forms. The residential area of our work is currently being re-imagined and this is a very exciting season for our charity. Our vision is to ensure that every child and young person in our town has access to a positive and passionate Christian presence in their school, or through activities provided in a residential setting.

We want them to see Jesus clearly in us.

Our vision and values are important to us and we will be looking for these characteristics in you! Please take your time to read them on the following pages and ask us any questions about them in advance.

Our work is overseen by a board of volunteer Trustees and led on a day-to-day basis by Simon, our Director. See our team page towards the end of this pack for the current team.



WHY WORK FOR CYM?

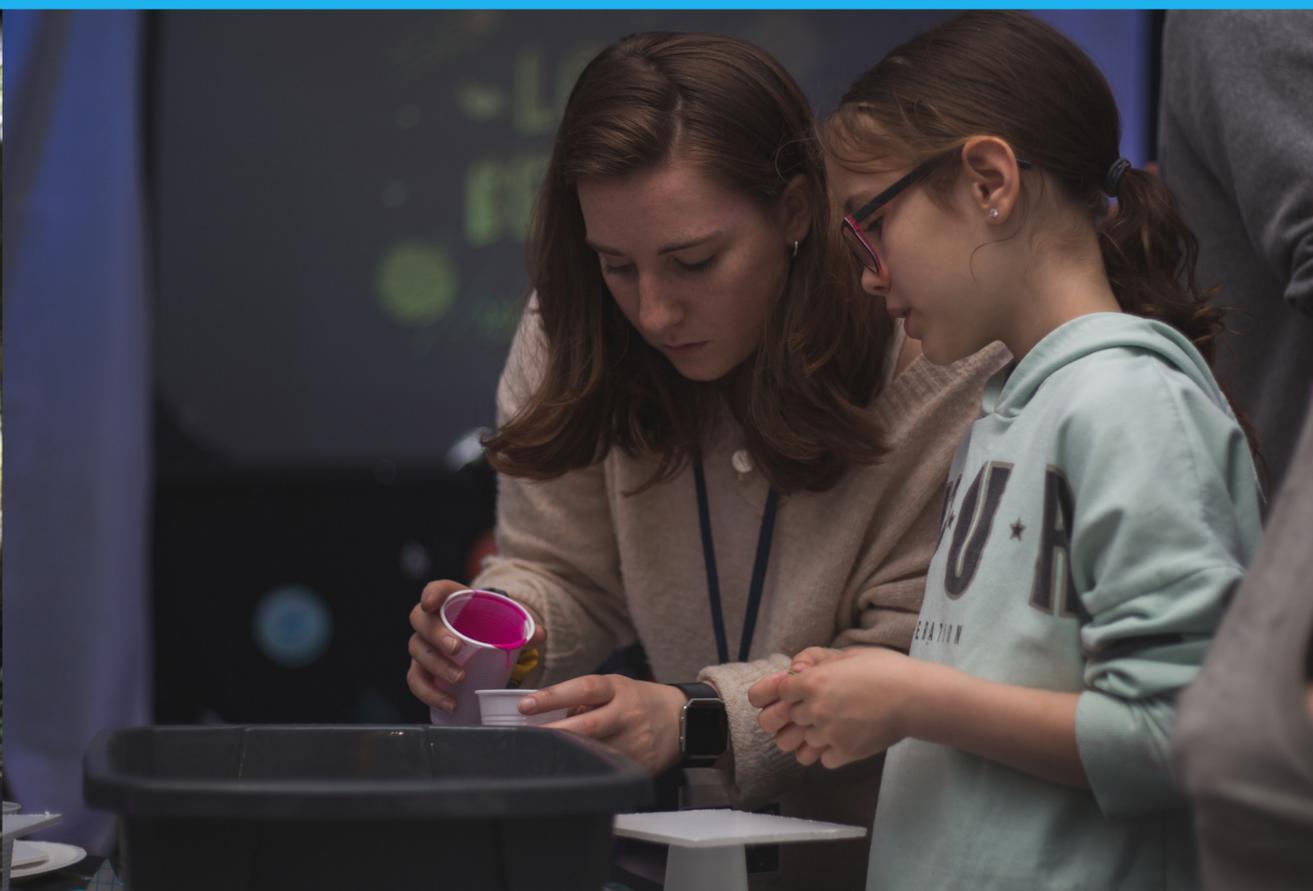
We are passionate about our work - sharing the love of Jesus with the children and young people that we meet. You will be joining a team of committed and dedicated individuals who love to come together regularly.

We see our personal faith as critical to our work. Therefore, you will be given time to pause, reflect and worship with the team, as well as benefiting from the wisdom and experience of mentors and coaches.

This role will be based at our town centre office before moving to a new location locally. This role will play a critical part in this office move.

We will provide opportunities to share our work with supporters, churches and other organisations. There will be times for retreating together and going to events and conferences and we love to spend time together as the 'CYM family'.

We are looking for a passionate, proactive person with a heart for community and a willingness to share Jesus with others. You'll need to be adaptable, able to think creatively and have the drive to make things happen within our organisation! All of this will come from a heart of wanting to share the love of Jesus with those we meet and serve.



OUR VISION

INVESTING IN GENERATIONS. INSPIRED BY JESUS.

Our work spans the generations. Whilst we are a children's and youth work charity, we recognise that all areas of our work see us engaging with different generations. That could be parents, grandparents, family members or friends. It will be members of school staff; in the school setting or when we provide activities for people to attend. It will be in the local community where we share our work and with the variety of people that we meet in church settings too. We see our work as investment. Sowing seeds. Building relationships. Our dream for school-based work is to have a School Chaplain in every school in Ipswich, and beyond. Our new residential centre, and work from it, will enable us to reach even more children and young people and the adults who work with them or care for them. Our work is inspired by Jesus, his teachings and his character. We want everyone we come into contact with to see a glimpse of Jesus in us.

BRINGING WHOLENESS THROUGH SAFE SPACES.

We believe that our work provides safe spaces for the young people we meet. We also believe that we can provide more of these. That could be a Chaplain mentoring in a school, or sitting on a street corner chatting, it could be providing a space for a member of staff to share worries or concerns or it could be the activities that we provide from our new residential centre.

We see 'wholeness' as being at least three different aspects; physical, mental and spiritual. We aim to provide support in all three areas.

OUR VALUES

The values below are crucial for the culture of our organisation and team. We believe that working closely to these values will enable us to live out the vision and mission for CYM. They also inspire passion in our work. We will be looking closely to see how you demonstrate these qualities and characteristics!

We are...

JOYFUL

CREATIVE

GENEROUS

COLLABORATIVE

BASIS OF FAITH

This role requires the post-holder to be able to share a Christian viewpoint and/or perspective and be in a position to support young people as they explore the Christian faith. It is important that the post-holder is a committed Christian and can clearly share the Christian ethos of the charity in their work. We believe in:

- 1. The one true God who lives eternally in three persons – the Father, the Son and the Holy Spirit.*
- 2. The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.*
- 3. 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.*
- 4. 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.*
- 5. The incarnation of God's eternal Son, the Lord Jesus Christ – born of the virgin Mary; truly divine and truly human, yet without sin.*
- 6. 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.*
- 7. 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.*
- 8. The justification of sinners solely by the free grace of God through faith in Christ.*
- 9. 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.*
- 10. 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.*
- 11. The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.*

OFFICE & OPERATIONS MANAGER CONDITIONS

Work base: CYM Centre, Ipswich. Moving to Vauxhall Christian Trust Campsite, Great Wenham

Hours: 37.5 hours per week (flexibility for evening and weekend work will be required)

Salary: £23,500 per annum

Contract Length: Initial 1 year post, with desire to extend

Start Date: January 2021



CYM IPSWICH

Staff team - 2021/2022



TRUSTEES

*Graham Abbott, Mandy Stone, Matt Cornwell,
Matt Levett, Tristan Clee & Chris Ginn*



ANT CARTWRIGHT
*Chaplain to Chantry Academy
& CYM Team Chaplain*



JOSH AMBROSE
Residential Ministry Lead



LORRAINE NOBLE
*Chaplain to ONE 6th Form
Centre*



SIMON SCOTT
Director



BETH AMBROSE
*Chaplain to Ipswich Academy
& Community Youth Worker*



JOSH GODDARD
Chaplain to Ormiston Academy



LUCY ANSTEY
Assistant Director



TIM MANN
Chaplain to Westbridge Academy



DANIEL GOODWIN
Chaplain to Stoke High School



KORI DORRINGTON
*Chaplain to St. John's &
St. Matthew's Primary Schools*



MARK ETHERIDGE
*Chaplain to Lindbergh and Parkside
Academies*



URSULA FRENCH
Finance & Admin. Assistant

*Investing in generations. Inspired by Jesus.
Bringing wholeness through safe spaces.*



Please send completed applications to:

*Simon Scott, Director
CYM Ipswich
6 Great Colman Street
Ipswich
IP4 2AD*

simon@c-y-m.org.uk

Closing Date: Wednesday 1st December 2021

*Interviews will take place in December 2021 and
will be subject to Covid-19 regulations.*