

Appointment of

# **HOLIDAY PROGRAMME ADMINISTRATOR**

**(FULL TIME)**



“Our mission is to proclaim the transforming presence of Jesus Christ through biblical teaching and practical training, equipping men and women for service in His Church worldwide.”

# BACKGROUND TO CAPERNWRAY

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Capernwray is an international interdenominational, Christian Bible School and Holiday Centre located in a beautiful setting near Carnforth in Lancashire.

Capernwray opened in the spring of 1947 under the leadership of Major and Mrs Ian Thomas. It was here that the Capernwray Missionary Fellowship of Torchbearers was established, drawing UK and European youth to the North of England. The Bible School was started to disciple young believers, enabling them to deepen their faith and understanding of the Word of God.

Since then Capernwray has grown significantly while still seeking to fulfil this vital ministry of teaching and evangelism through the Bible School and Holiday programmes. Capernwray was the founding centre of Torchbearers International which now encompasses 24 similar centres worldwide and with whom Capernwray enjoys a strong association. The international perspective of Capernwray is evidenced by the large numbers of overseas staff, guests and students. Capernwray accommodates up to 160 students or 200 guests. There

are approximately 40 full and part time staff, 20 year long volunteers on our Serving and Leadership Training (SaLT) programme and a substantial number of short term voluntary staff serving seasonally throughout the year.

Capernwray has gained an international reputation as a centre for full-time study and holidays aimed at enabling people to experience the life-changing work of Jesus Christ. The Bible School courses (Level 3, NCFE-accredited) provide practical biblical instruction, equipping men and women to serve the Lord's purposes wherever they may be. The School is accredited by the BAC as a short course provider (6 and 3 month courses which can be taken individually or sequentially) and receives glowing inspection reports.

The Holidays provide priceless opportunities to meet new friends while learning and discussing the truth of who Jesus Christ is and how He is relevant to all ages in the present day. Refreshment and relaxation in a scenic environment enhances the teaching of the Word.



# PERSON SPECIFICATION AND KEY RESPONSIBILITIES

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**Job Title:** Holiday Programme Administrator (full-time)

**Accountable to:** Human Resources and Administration Director

**Salary:** £25,750 (with potential provision of on-site accommodation)

You will work 37.5 hours over 5 days each week, including Saturdays in Summer and occasional Sundays during the course of each year.

## Your key responsibilities will include:

- To handle holiday bookings, invoices, collection of fees, allocation of rooms, website FAQs, transport matters, and general holidays administration
- To respond to guest enquiries that arise in person, by phone and by email in a timely manner
- To coordinate guest arrivals and departures
- To work closely with the Holidays and Volunteer Programme Director; selecting and administering the holiday speakers and generating Holiday bookings reports
- To liaise on Holidays administration matters across the organisation eg with Marketing, Reception, Housekeeping and Catering departments
- To handle parental consent, SEN and medication forms for guests
- To update, maintain and use effectively the holiday guest databases and mailing lists
- To assist with the additional administration and planning of Holidays
- To assist the HR and Administration Director with other Capernwray events
- To be a part of the Guest Team as agreed
- Support the wider Administration team where necessary

# ABOUT YOU

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You will be expected to have the essential skills, knowledge and experience listed below.

## Essential Skills:

- Ability to communicate warmly and effectively orally and in writing
- Organisational, communication and inter-personal skills
- IT skills: databases, spreadsheets, word processing and electronic filing
- Ability to plan ahead, problem solve and take initiative
- Ability to work in teams across the organisation
- Numerical ability to manage fees and finances
- Self motivated and able to manage own time and work flow

**Desirable Skills:** (If you do not have these do not be deterred from submitting an application, as full training will be provided where necessary.)

- Knowledge of CRM software e.g. Zoho or Salesforce
- Experience of Google Workspace
- Experience of Christian Residential Ministry
- Youth and Children's work experience
- Safeguarding experience

## Key Responsibilities common for all Capernwray staff:

- To participate in Capernwray's community life, including attendance at staff meetings, prayer meetings and social events, and to assist in other elements of the ministry's functioning as required.
- To contribute to the Capernwray Holiday Programme and Open Days as agreed.
- To participate in a Bible School 'Family Group', offering friendship, direction, pastoral nurture and encouragement to the students within it.
- To willingly and regularly affirm the ministry's Statement of Faith, the Torchbearers' Principles & Practices, our Values and Mission Statement.



# WHAT WE OFFER AND HOW TO APPLY

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This role carries an occupational requirement for the applicant to be an active Christian and to subscribe to the ministry's [Statement of Faith](#). Under current UK employment legislation you will need to show you have a right to work in the UK.

<b>Safer recruitment</b>	Capernwray is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults. References, a Voluntary Self-Disclosure and an Enhanced DBS check will be required for this role.
<b>Salary</b>	£25,750 with potential provision of on-site accommodation.
<b>Annual Leave</b>	30 days (including public and bank holidays) increased to 32 days after five years' service. The Capernwray holiday year runs from April to March. Usually 3 days annual leave is required to be taken when the Hall closes for 5 days at Christmas.
<b>Hours of Work</b>	37.5 hours typically spread over five 7.5 hour shifts (eg 8.15am - 4.45pm) in a 7-day working week, with a paid 20 minute tea break and unpaid 1 hour lunch break, but may include occasional split shifts and some earlier, later, longer or shorter shifts. Some weekend working and availability outside of normal working hours will be required although working patterns are designed to permit substantial involvement in a local church.
<b>Pension Scheme</b>	Auto-enrolment pension scheme. Our current contribution rates are 4% for the employee and 7.8% from the employer.
<b>Additional Benefits</b>	Meals and refreshments are provided while you are working. Staff also benefit from a discount in the extensive Bookshop, free use of the swimming pool, sauna and other sports facilities, and a discount for staff family members at Capernwray Bible School, Night School and on Capernwray holidays and guest accommodation.

Please complete your application on our website: [capernwray.org/application-for-employment](https://capernwray.org/application-for-employment)

If you wish to speak to someone informally about this position before applying, please contact Heather Tallents, HR and Administration Director, on 01524 738012, [heather.tallents@capernwray.org](mailto:heather.tallents@capernwray.org) or Forest Paget, Holiday and Volunteer Programmes Director, on 01524 738020, [forest.paget@capernwray.org](mailto:forest.paget@capernwray.org).

Closing date: Friday 27 June 2025

Starting date: As soon as possible

# STATEMENT OF FAITH

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1. The Bible is, in its entirety, the revelation of God for mankind, inspired by the Holy Spirit.
2. God is the triune God: Father, Son and Holy Spirit.
3. The Lord Jesus Christ is God's Son being one with the Father. All things are created by Him and for Him.
4. Through the action of the Holy Spirit, and born of the Virgin Mary, He became man.
5. He was without sin and of His free will, and by His sacrificial death upon the Cross, He brought about salvation for this fallen world.
6. He is the only mediator between God and man, and by accepting His salvation through faith, man is justified from his sins and receives forgiveness and eternal life.
7. Jesus Christ is risen bodily from the dead.
8. Jesus Christ will return to deliver just judgement and to bring all things to completion.
9. The Holy Spirit is God in unity with the Father and the Son.
10. Through the outpouring of the Holy Spirit, Jesus Christ comes to dwell within those who accept Him through faith.
11. Through the presence of the Holy Spirit, a person becomes a new creature, and is being transformed into the likeness of Jesus Christ.
12. Jesus Christ adds those who believe in Him to his Body. This is His church on earth, of which He is the Head.

