

Church and School Officer Job Description



Purpose:

The purpose of this document is to outline the duties, skills, and policy adherence for the role of the Fields of Life (FOL) GB Church and School Officer. FOL is an equal opportunity employer – it is an occupational requirement that the person filling this role subscribes to the statement of faith (appendix) of Fields of Life.

Location:

The Church and School Officer duties will be performed in the office located at the Kent Science Park, Sittingbourne, Kent. Periodically, there will be the requirement to attend or participate in fundraising or public relations functions on behalf of FOL.

Reporting:

The FOL GB Church and School Officer will report directly to the Head of Development & Fundraising. The Church and School Officer will develop, guide and direct FOL GB's goals and ambitions for FOL's Church & Schools programme and provide accountability to its supporters and donors.

Policy Compliance:

It is FOL's policy that the FOL GB Church and School Officer will perform the duties as outlined in this document to the best of their capabilities, and in accordance to the standards and Christian ethos of the organisation. In addition, the employee holding this position must know, comply with, and implement best practices as articulated in the FOL Policies.

Duties:

- Establish and nurture relationships with churches and schools to raise the visibility and profile of FOL. This will involve being asked to speak in Sunday services, youth groups or prayer meetings.
- Communicate effectively with all existing donors (processing mail, telephone calls and emails), responsibility will include communicating prayer requests to churches.
- Coordinate, plan, carry out, and evaluate presentations to share the Fields of Life story to church groups and schools to engage and inspire future generations of donors.
- To increase charitable donations from churches and schools to the charity from Great Britain.
- Attend fundraising events, presentations and cheque donations on behalf of FOL using power points and visual aids where necessary.
- Help coordinate volunteer activities, liaising with the volunteers as necessary. Assisting third party event organizers with their promotions, press releases and marketing materials in line with FOL brand guidelines.
- Ensure database is kept up to date.
- Responsible for managing own workload and prioritizing as necessary.
- Help to build and support a network of ambassadors throughout GB.
- Administration of receipts relating to all donations from churches & schools.
- Undertake any training, including statutory and mandatory training as deemed necessary by FOL.
- Responsible for providing monthly reports of all activities undertaken.
- Attend appraisal meetings with the Head of Development & Fundraising as required.
- Support and adhere to FOL's policies.
- Reception & Telephone Duties.
- Filing and administrative support.
- Provide assistance within other departments where necessary.
- Any other duties considered as necessary or appropriate at line manager or CEO's discretion.

Working Hours:

- 37.5 hours per week (full-time)
- Hours of work: 9:00 – 5:00 pm
- Additional hours: As required (possibly after hours / weekends) for attendance (and possible participation) to FOL GB fundraising and public relations functions.

Remuneration:

- The post will be remunerated based on NJC Scale 6 payscale with the entry point dependent on experience.
- FOL GB offers an occupational pension scheme and life insurance protection.

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Short Listing Criteria:

ATTRIBUTE/SKILL	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Relevant qualification such as degree level education or be able to demonstrate significant relevant experience for the post.	Previous experience working within Christian mission / third sector environment.
AREAS OF PROVEN ABILITY	<p>Experience in administration and ability to demonstrate good organisational skills</p> <p>Excellent interpersonal and communication skills</p> <p>Excellent IT skills with aptitude and competency for understanding and using bespoke child sponsorship system.</p>	<p>Experience or knowledge of mission in East Africa or another third world environment</p> <p>Ability to demonstrate evidence of public speaking or presentations to small and large audiences</p>
PERSONAL PROFILE	<p>Demonstrates Christ-centered life and work and committed to the principles, practices and ethos of FOL</p> <p>Ability to work effectively under pressure.</p> <p>Understanding / awareness of the role of the donor and voluntary community to FOL operations.</p> <p>Passion for Christian mission and justice issues.</p> <p>Full driving license which permits the post-holder to meet the requirements of the post in full</p>	

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INFORMATION FOR APPLICANTS

JOB TITLE: Church & Schools Officer
BASED: Fields of Life GB – Kent Science Park, Kent
SALARY & REMUNERATION PACKAGE: Based on NJC payscale 6 to include pension scheme and life assurance cover.

PROBATION PERIOD: We would draw your attention to the organisation's probationary period policy whereby your first twelve months of employment are considered as a probationary period, during which time we will monitor your overall performance to assess your suitability for the position.

The organisation has the right to extend this probationary period if necessary in accordance with your overall performance and, at any time, to terminate your employment giving one months' notice in writing, if you are considered to be unsuitable for the position.

Interested Applicants should send CV and cover letter to the following address:

Debbie Cameron
Fields of Life GB
1090b Galley Drive
Kent Science Park
Sittingbourne
Kent
ME9 8AG
Email: Debbie.cameron@fieldsoflife.org

Submitted applications should be received by not later than 16:00 (BST) on 31st March 2017.

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Appendix - 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 judgement.
- 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 judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

Evangelical Relationships Commitment

The Evangelical Relationships Commitment is a modern re-wording of the eight Practical Resolutions originally agreed at the 1846 Assembly that launched the Evangelical Alliance. They were written to guide members in their relationships with other Christians. We hope they will help you as you build good positive working relationships in all areas of your Christian life.

Affirmations

- We welcome as Christian brothers and sisters all who experience the grace of new birth, bringing them to that fear and knowledge of God which is expressed in a life of obedience to His word.
- We recognise our Christian duty of trust and mutual encouragement to all who serve Christ as Lord, not least to those who conscientiously prefer not to be identified with the same churches, alliances or councils as ourselves.
- We respect the diversity of culture, experience and doctrinal understanding that God grants to His people, and acknowledge that some differences over issues not essential to salvation may well remain until the end of time.

Actions

- We urge all Christians to pray as Christ prayed, that we may be one in the Father and the Son, and so by the Spirit promote personal relationships of love, peace and fellowship within the Body of Christ, His universal Church.
- We encourage all Christians earnestly to contend for biblical truth, since only as we are open to learn from others and yield fuller obedience to the truth will we be drawn closer to Christ and to each other.
- We call on each other, when speaking or writing of those issues of faith or practice that divide us, to acknowledge our own failings and the possibility that we ourselves may be mistaken, avoiding personal hostility and abuse, and speaking the truth in love and gentleness.
- We owe it to each other, in making public comment on the alleged statements of our fellow Christians, first to confer directly with them and to establish what was actually intended. Then to commend what we can, to weigh the proportional significance of what we perceive to be in error, and to put a charitable construction on what is doubtful, expressing all with courtesy, humility and graciousness.
- We rejoice in the spread of the Gospel across the world and urge all Christians to commit themselves to this task, avoiding unnecessary competition and co-operating, wherever possible, in the completion of Christ's kingdom of peace, justice and holiness, to the glory of the one God - Father, Son and Holy Spirit.