

EVENTS AND VOLUNTEER CO-ORDINATOR (FULL TIME MATERNITY COVER CONTRACT)

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 Events and Volunteer Co-ordinator at CPAS.

Would you like to support volunteers so they can deliver fun-filled, exciting and safe residential holidays for children and young people?

CPAS Ventures and Falcons are seeking an energetic, efficient and customer-orientated Events and Volunteer Co-ordinator to join our fast-paced Ventures and Falcons team. The ideal candidate is a team player who enjoys problem-solving and loves to know their efforts help children explore life with Jesus.

If this sounds like you, read on.

This is a temporary maternity cover contract with the possibility for this post to become permanent.

If you would like an informal discussion about any aspects of the role or the details in this pack please contact David Crane (Ventures and Falcons Operations Manager) on 0300 123 0780 or dcrane@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, You and Ministry weekends 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: 4,000 children and young people exploring life with Jesus on more than 100 residential holidays across England and Wales each year, which are led by more than 3,000 volunteer leaders.
- Patronage: As the UK's largest evangelical patron, we are involved in the appointment process for clergy at more than 500 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. CPAS take a positive approach to flexible working, e.g. a degree of working from home.

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: EVENTS AND VOLUNTEERS CO-ORDINATOR

Overview of role

Job purpose

To provide support for a set of key volunteer leaders in the running of their children's and leaders' events (mostly residential) and contribute to the broader aim of helping holidays to run safely, efficiently and fruitfully.

Core tasks

- Respond to enquiries from parents and church leaders.
- Build and maintain relationships with venues.
- Build and maintain close relationships with key volunteers, especially overall leaders.
- Communicate regularly and clearly with overall leaders via email, phone and video calls.
- Monitor and support the safer recruitment process of volunteers.
- Advise leaders on policy and procedures.
- Review and follow up incident and safeguarding logs.
- Help overall leaders set and monitor their budgets.
- Monitor and approve volunteers' expenses.
- Support the promotional activity of each holiday.
- Keep accurate records on the central database and other systems.
- Contribute to team administrative tasks
- Contribute to the content, formatting and/or proof-reading of handbooks for key volunteer roles.
- To work on an agreed specialist area (e.g. safeguarding, health and safety, commercial deals, social media etc.).
- Occasionally responding to out-of-hours calls from key leaders on holidays in progress (primarily in the summer).

Accountability and management

The VF team is led by the VF Principal; the postholder reports to the VF Operations Manager, and works in accountable peer relationships with other Co-ordinators.

Communication

- Internally: VF Principal, VF Administrator, CPAS finance team, key volunteer leaders.
- Externally: site contacts, suppliers, parents and church leaders.

Decision making

- Assessing operational needs and implementing appropriate processes with agreed parameters.
- Authorising expenditure by volunteers.
- Authorising central expenditure within agreed guidelines.
- Agreeing with partners dates and venues of events.

Requirements for role

Knowledge

Required:

- Experience of working in an administrative role.
- Understanding of working with volunteers.
- Appreciation of the importance of building and maintaining safer environments for children and volunteers.

Preferred:

- Understanding of church-based children's or youth ministry.
- Understanding of children's residential.

Skills

- Able to manage own workload.
- Work well as part of a team.
- Strong interpersonal and communication skills, inspiring confidence and trust.
- Creative problem solver, able to analyse situations and proactively develop solutions.
- Attention to detail (proofreading skills desirable).
- Able to learn new skills quickly.
- Good standard of written and spoken English.
- Understanding and experience of using a database.
- Good standard of numeracy.
- Proficient in Microsoft Office programmes.

Passion

The postholder will be passionate about providing high levels of customer service to volunteers, parents and church leaders. A positive 'can-do' attitude will mean the demands of the role will be seen as a challenge, not as a problem.

Other requirements

The role will require periodic evening or weekend work. Because the team's work is focused around school holidays, annual leave during the summer is carefully managed and (if requested) generally limited to two weeks between late July and the end of August. Holiday during other school holidays also needs to be managed to ensure adequate levels of cover.

Christian faith

CPAS is a Christian agency, working to support churches across the UK and Republic of Ireland. It is therefore important that the postholder has a committed personal faith and is an active member of a local church. The postholder will be required to be 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), University of Warwick Science Park, Coventry, CV4 7EZ. CPAS take a positive approach to flexible working, e.g. a degree of working from home.
3. **Salary:** £25,613 per annum
4. **Contract:** This is a temporary maternity cover contract, subject to an initial three-month probationary period and the usual on-going CPAS appraisal process. There is the possibility for this post to become permanent.
5. **Expenses:** all authorised expenses are reimbursed.
6. **Hours of work:** 37 hours per week.
7. **Holiday:** annual holidays are 20 days, plus bank holidays and period between Christmas and New Year. Should this role become permanent, annual holiday then increases by 1 day for each year worked up to a maximum of 25 days.
8. **Start date:** w/c 14th March 2022
9. **DBS:** This post is subject to an Enhanced DBS disclosure with Child Barred List.



How to Apply

Please complete the attached application form and complete a covering letter which includes the following:

- State your reasons for applying for this post
- Outline the experiences that you believe have prepared you for this post
- Describe the skills and strengths that you will bring to the role, paying particular attention to the role profile.

Applications should be sent by email or post to:
David Crane, Ventures and Falcons Operations Manager
dcrane@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 **9am on Monday 7th February 2022**

Interviews

Shortlisted candidates will be notified by the close of **Wednesday 9th February 2022** and invited to an in person interview with a panel of CPAS staff.

Interviews are scheduled for week commencing **14th February 2022**.