



the **message**

WORKING FOR THE MESSAGE



For over 30 years, we've been leading the way in sharing the good news of Jesus with the hardest-to-reach young people, communities and people.

'At the heart of everything we do is our staff team – dedicated followers of Jesus who have seen transformation in their own lives and who are passionate about seeing other lives impacted by an encounter with Christ that leads to a lifestyle of discipleship.'

'In 2018 we were named the Best Not-For-Profit Organisation To Work For in the UK by the Sunday Times Best Companies survey, based on responses submitted by our staff, and have only got better since. We're proud to know that we're not only making a difference in the lives of the people we reach through our work, but that we're making a difference to our employees lives too by providing an outstanding working environment too.'

'At the heart of our staff culture is a regular rhythm of passionate prayer. We spend at least half an hour every day seeking God and listening to his voice. Working here means you'll have room to grow, not just professionally, but spiritually too.' By joining The Message team, you'll be joining a family – united in one vision to see lives changed for the better.'



*Message Global CEO and Founder
Andy Hawthorne*



Find out more about The Message at

message.org.uk



WHAT WE DO



The Message Trust exists to share the good news of Jesus Christ boldly in word and action. Working in schools, local communities and in prisons, The Message works right across the UK as well as internationally in South Africa, Canada, Germany, Brazil, the Netherlands and Uganda.

CREATIVE MISSION

We want every single young person to hear the good news of Jesus and know their identity and value in him, so year-round our cutting-edge creative mission teams head into schools. From lessons and assemblies to high-energy gigs run in partnership with the local church, the gospel is clearly explained through music and powerful stories to young people who get to respond to it and connect with the local church.

COMMUNITY TRANSFORMATION

Everyone needs to hear the good news of Jesus so our teams head into some of the hardest-to-reach places to do just that.

Through Eden we equip and send urban missionaries to live sacrificially, share the gospel and build community. Our teams move into tough urban communities for the long-term and there they do life with their neighbours sharing the good news of Jesus in word and deed. In Community Grocery stores, you'll find our teams helping to keep families fed by providing affordable food and wrap-around support. As they shop, Community

Grocery members get to hear about Jesus and connect with the local church.

Our teams also work in prisons delivering courses, mentoring, chapel services, Alpha courses and Bible studies building relationships, sharing the gospel and seeing lives transformed.

CHRIST CENTRED ENTERPRISE

Across the country and beyond, we're helping ex-offenders and those with barriers to employment take the next step on their journeys. In Manchester, London, Canada and South Africa, we offer two-year programmes that provide full-time jobs in one of our enterprise businesses. Here team members gain valuable work experience and skills, as well as get discipleship to help them grow in their faith.

EQUIPPING AND TRAINING

Raising up the next generation and equipping evangelists so that more people can hear and share the gospel is at the core of our DNA.

Through small group mentoring, Advance groups are resourcing people around the globe to share their faith with a new boldness. As groups meet, members are equipped, step out in faith and lives are being changed. Message School of Evangelism gives those who are passionate about sharing their faith the chance to be trained, equipped and sent out for a lifetime of service.

ETHOS & VALUES



MAKING A DIFFERENCE

The Message Trust's work is underpinned by a clear definition of its Ethos and Values, which affirms our Christian origins and our ongoing day-to-day working principles. A statement of ethos and values is in place (see below) to demonstrate how the Christian faith energises the organisation's work and sustains its culture, galvanising its long-term cohesion. The Trustee, Executive, Management, Outreach and Operational posts within the organisation have been recognised as carrying a Genuine Occupational Requirement. This is to ensure that the organisation's distinctive Christian basis is sustained. This is important given the extensive nature of the organisation's Christian charitable donor base which provides the basis for the financial viability of the work. The Message Trust is an inclusive Christian organisation, working with and supporting people from all sections of the community. In particular the statement explains how organisations and individual people from all faiths or no faith can identify with and benefit from the services and support that the organisation provides.

We maintain the Christian ethos which is founded on a belief in God the Father as Creator, Jesus Christ the Son of God the Redeemer, and The Holy Spirit, the Enabler and third person of the Trinity. The Message Trust also affirms that the practical application of the Christian faith in accordance with the Bible should be expressed in daily work and living. As a Christian organisation working

with and supporting people from all sections of the community, we recognise the need to set out our values. These are clearly drawn from our Christian faith and our aim is that all our staff, volunteers, clients, service users, charitable funders and business partners should be able to identify with the benefits of the organisation's work and ethos.

PEOPLE

We seek to empower staff to meet the needs and expectations of our clients and other service users as well as the requirements of the organisation overall. We will support staff through a comprehensive induction and training programme, backed up by strong supervision. The Message seeks to establish a culture that encourages teamwork, rewards creativity and innovation, and welcomes imaginative suggestions. Key attributes that The Message seeks in all its staff members and volunteers include valuing one another, honesty and integrity, the importance of the individual, respecting differences, a profound compassion, and working in an inclusive, non-discriminatory and non-judgemental way.





PARTNERSHIP

We expect all staff to work together to achieve the aims and objectives of the organisation. To achieve this, staff will act as team players in supporting one another, recognising that more is achieved through harmony. We acknowledge and value contributions to our operation arising from the diversity of staff who join the organisation, and actively look to promote links and partnerships between The Message Trust and other service providers, local communities and agencies. To ensure all staff work as team players, we seek to create an environment where openness, trust and support of one another is expected. Our formal supervision policies place this expectation on all staff.

PERFORMANCE

Our philosophy is to recognise the dignity and diversity of our clients and service users, to respect their independence, and to work with them to help meet their needs. Our staff will create an environment where our clients and service users are encouraged to take control of their lives and have the ability to exercise choice wherever possible. We will provide a high quality framework for our work, which sets out guidance and expectations. All staff and volunteers will accept their responsibility and accountability to treat clients and service users as they would wish to be treated, and challenge any practice that does not meet this standard at all times. Respect for the individual's freedom of choice will be paramount at all times. By working together, we aim to be recognised for "services of excellence" which offer proven choice, added value, and individually tailored support. We will value and recognise the importance of every individual helping to achieve this goal.



CONFIDENTIALITY

Any information relating to people contacted by The Message Trust acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

Full copies of our mission & vision statement and our ethos & values statement are available on request or can be viewed online at message.org.uk

WELLBEING & BENEFITS

The Message's staff are one of our greatest assets, and we're grateful for their hard work and dedication. To show this, we offer a variety of generous benefits that support our team both professionally and personally.

We believe that taking care of our staff's mental and physical wellbeing is essential, so we're committed to providing them with the resources they need to thrive. Read on to discover more about what's on offer to The Message team.



PENSION SCHEME

Administered by Standard Life, our pension scheme helps you plan for the future. Upon joining The Message and the successful completion of your probation period, you will be enrolled in the pension scheme by default, unless you opt out. It's based on total earnings, with the contribution rate dependent on your level of seniority, experience and length of service. Your contribution rate will begin at 4% of your salary, which will then be made up to 8% through our employer's contribution and tax relief. If you require more information, please contact HR.

HOLIDAYS

Full-time employees get 33 days holiday per year, which is made up of 25 days of annual leave and eight Bank Holidays (in a typical year). For part-time staff, the holiday allowance is calculated proportionally based on number of hours worked.

After being at The Message for five years, staff get an additional two days of holiday, bringing the total allowance up to 35 days.

FAMILY SUPPORT

At The Message, we understand the importance of supporting growing families and are committed to supporting our employees during this special time. That's why we have an Enhanced Maternity Pay Policy that biological and adoptive parents can qualify for.

This includes:

- 100% of pay for the first 13 weeks of maternity leave
- 50% of pay for the second 13 weeks of maternity leave
- Statutory Maternity Pay only for the final 13 weeks

In addition to offering Statutory Paternity Leave and shared parental leave, we also have enhanced our policy for secondary adoptive parents.

Full details are available through our team in HR.



EMPLOYEE ASSISTANCE PROGRAMME

The health and wellbeing of our team members is paramount. We're therefore proud to offer everyone access to an Employee Assistance Programme (EAP), delivered by Health Assured – the UK and Ireland's leading wellbeing provider. The EAP is a confidential employee benefit, designed to help you deal with personal and professional problems that could be affecting your home or work life, health and general wellbeing. Our EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues. We strongly believe that providing this not only offers reactive support when someone needs it, but also proactive and preventative support to deliver the best possible outcomes.

Details on how to sign up for the EAP are provided to staff as they join The Message.

PRAYER AND WORSHIP

Prayer and worship is at the heart of everything we do at The Message. We start each day with at least 30 minutes of worship, teaching and prayer. Once a month, we hold Prayer Day, where as many of our staff as possible gather at HQ for a day of worship, inspiration and vision sharing. Staff are also encouraged to take an extra 30 minutes or more every Tuesday to pray as part of the rhythm of prayer at The Message.

PRIVATE MEDICAL CARE

Upon completing 10 years of service, you'll have the option to participate in our fully-funded Private Medical Care scheme, which is provided through Aviva. The scheme covers a range of medical services, including hospital treatment, dental care, and more. Once you become eligible, we will send you the scheme's details along with a quotation. Please note that as this is a taxable benefit, there will be a small cost associated with it.

WELLNESS ACTION PLAN

We care about your wellbeing at work. The Wellness Action Plan is a personalised and practical tool that can help you identify what keeps you well, what causes you to become unwell, and how to address mental health issues at work. It also allows you to have a dialogue with your manager to help understand your needs and ultimately support your mental health. If you are feeling unwell, please reach out to your manager or HR department. They will be able to help you get the support you need.

BAMBOO HR

Bamboo HR is our HR system which provides employees with access to their personal data, employment letters, and to book time off. The programme is accessible via computer or mobile app.

CYCLE TO WORK SCHEME

The Message Trust has partnered with Cyclescheme to offer our employees a tax-free way to buy a bike. Through Cyclescheme you can choose a bike package, hire it for an agreed length of time, and then buy it at the end of the hire period for a fraction of its original value. There is no interest to pay, and Cyclescheme is accepted by over 2,000 retailers nationwide. Contact HR for more information.

10% DISCOUNT AT MESSAGE OWNED BUSINESSES

If you work for us you will get staff discount at our award winning cafés in Sharston (Manchester) and Covent Garden (London).

FREE EYE TESTS

All staff can get a free eye test every two years. Just book a test with an optician and claim the cost back through the expenses process. If you need glasses specifically for using a computer, The Message will contribute up to £55 towards the cost of a new pair.

TECHSCHEME

Techscheme is a salary sacrifice scheme that allows our staff to save up to 12% on the cost of new technology, such as computers, tablets, and home appliances. Employees can spread the cost of these items over 12 months, interest-free, and make National Insurance savings. Techscheme is run by the same people as Cyclescheme, and is accepted by Currys PC World. Contact HR to find out more about how to sign up.

ELECTRIC CAR SCHEME

We also run an electric car salary sacrifice scheme which is a great way to save money on taxes and drive an electric car. You can lease an electric car for a lower monthly payment than you would if you were to buy one outright. You also get to save money on fuel costs and reduce your environmental impact.

MISSION TRIPS

Employees can apply for a paid leave of absence of up to one working week per year to undertake a mission trip, either within the UK or abroad. This could be a great opportunity to volunteer your skills and time to help others in need. If you are interested in applying for this leave, please speak to your manager.

SOCIAL EVENTS AND CHRISTMAS PARTY

We are Mates on a Mission and we like to celebrate as a bunch of friends, enjoying each other's company and celebrating our successes. Our Christmas Parties are legendary!

ACCESS TO CHARITY WORKER DISCOUNTS

As employees of an award-winning charity, we're each entitled to sign up on the Charity Worker Discounts website and receive exclusive discounts on a huge range of products and services, from holidays to mobiles, from clothes to car insurance.

