



# APPRENTICESHIP PROGRAMME LEAD

## Application Pack

BE THE TRAILBLAZER  
ACTIVATE CHANGE  
STRENGTHEN LIVES  
BUILD COMMUNITIES  
EMBRACE THE CHALLENGES  
BE THE HELPING HAND  
FAITH TAKING ACTION  
PURPOSEFUL ACTION  
REAL PEOPLE  
REAL FAITH  
RISK TAKERS

# **Apprenticeship Programme Lead**

---

Church Army is looking for an experienced 'Apprenticeship Programme Lead' to implement, support and develop our Youth Ministry Apprenticeship Programme, focusing on developing practitioners to inhabit the qualities outlined in the Ministerial Formation Framework.

The postholder will manage programme delivery, resources, quality assurance, assessment, and reporting, and will act as the main liaison with dioceses, training providers, and National Church Institutions, including using the Church of England grant management system. You will contribute to the design and review of training pathways, teach and assess apprentices, and oversee Ministerial Formation Tutors. You will ensure that training is aligned with emerging practice and national strategy.

Church Army has been awarded funding by the Church of England's Resourcing Ministerial Formation Innovation Fund and the 30K Project to develop a three-year pilot project to develop Level 3 Apprenticeship Training for Church Based Youth Workers. This is part of the Church of England's 30K Project, to raise up 30,000 new children and youth ministers (both voluntary and employed) by 2030.

You will be part of Church Army's Training and Equipping Team, reporting to the Head of Training and Equipping, and overseeing the Apprenticeship Programme Administrator. You will work remotely, and as such be expected to take high levels of initiative and independent working.

The ideal candidate has proven leadership skills, experience of programme management, relevant experience in educational settings, and a strong understanding of learning models. This role is funded by the Church of England and Church Army in support of providing more qualified Youth Ministers across the UK, and so it is essential that you have knowledge of the Church of England, hands-on youth ministry work experience or background, and that you have an active Christian as set out in our Occupational Requirement.

This role is a remote, home-based role, but is expected that you travel regularly to our office in Sheffield to meet with the Head of Training & Equipping, and travel across the UK as the role requires.

If you're passionate about ensuring the formation and learning of apprentices is supported through successful delivery of our training, we'd love to hear from you.

**Elli Wort, Head of Training & Equipping**

# JOB DESCRIPTION

---

<b>Job Title:</b>	Apprenticeship Programme Lead
<b>Responsible To:</b>	Head of Training and Equipping
<b>Relating To:</b>	Director of Mission and Evangelism and other members of the Training and Equipping team including: Formation Lead, Module Lead, and Training Team Tutors; Training Administrators Key liaison with: <ul style="list-style-type: none"><li>- Apprenticeship Training Provider</li><li>- National Church Institutions, in particular Ministry Development Team and 30K Project team.</li></ul>
<b>Responsible For:</b>	Youth Ministry Apprentices Ministerial Formation Tutors
<b>Purpose:</b>	To support the formation and learning of apprentices engaged in the Youth Ministry Apprenticeship Programme, focusing on developing practitioners to inhabit the qualities outlined in the Ministerial Formation Framework
<b>Objectives:</b>	<ol style="list-style-type: none"><li>1. To oversee all aspects of the Youth Ministry Apprenticeship Training programme.</li><li>2. In conjunction with the Head of Initial Training, to collaborate in the development of Church Army Training programmes.</li><li>3. To teach and assess students engaged in the Youth Ministry Apprenticeship.</li><li>4. To co-ordinate Ministerial Formation Tutors in their support and assessment of apprentices.</li><li>5. Act as key contact with partner dioceses, National Church Institutions, and other stakeholders with regard to apprentices.</li><li>6. Collaborate with colleagues in the Training and Equipping Team to ensure research and development informs and is informed by emerging practice.</li><li>7. With the Head of Initial Training and the Training Administrator, to ensure clear and timely communication both within and from the training team.</li><li>8. To be an active participant of the Mission Support Team.</li></ol>

## **KEY RESPONSIBILITIES AND TASKS:**

### **1. To oversee all aspects of the Youth Ministry Apprenticeship Training programme:**

- 1.1. In support of the Head of Initial Training to act as principal officer for Church Army's work with the National Church Institutions in relation to the delivery of Youth Ministry Apprenticeships.
- 1.2. To manage the delivery and resourcing of programmes and modules.
- 1.3. To oversee assessment, data gathering, feedback, and other quality assurance procedures.
- 1.4. To oversee the planning and monitoring of apprenticeship pathway training.
- 1.5. To attend meeting of Theological Educational Institutions and the 30K Project on behalf of Church Army.
- 1.6. To liaise with administrative staff in all matters relating to the apprenticeship programme.
- 1.7. To liaise with Ministry Development Team, 30K Project staff, and other National Church Institutions staff as appropriate to the programme, including progress reporting and impact assessment.
- 1.8. To use the Church of England's Grant Management System and comply its requirements for the administration of the Apprenticeship training funding.

### **2. In conjunction with the Head of Training and Equipping, to collaborate in the development of Church Army Training programmes:**

- 2.1. To ensure apprenticeship training pathways are developed in line with best practices drawn from the Training Team.
- 2.2. To facilitate programme and training review and (re)development, in agreement with the Head of Training and Equipping.
- 2.3. Sharing information to help prepare documentation in advance of the PER, and meeting with PER reviewers as required.

### **3. To teach and assess students engaged in the Youth Ministry Apprenticeship:**

- 3.1. To develop teaching and assessment methods for apprentices in line with Formational Knowledge, Skills, and Behaviours to prepare them for ministry in church settings.
- 3.2. To liaise with the core apprenticeship training provider to ensure coherence between teaching and assessment methods.

- 4. To co-ordinate Ministerial Formation Tutors in their support and assessment of apprentices:**
  - 4.1. To oversee the Ministerial Formation Tutors in their support and assessment of apprentices.
  - 4.2. To be the first point of contact for Ministerial Formation Tutors.
  
- 5. Act as key contact with partner dioceses, National Church Institutions, and other stakeholders with regard to apprentices:**
  - 5.1. To liaise with key contacts in partner dioceses concerning recruitment, support, and assessment of apprentices.
  - 5.2. To liaise with the NCIs regarding this project's contribution to national strategy, impact assessment, and funding reports.
  
- 6. Collaborate with colleagues in the Training and Equipping team to ensure research and development informs and is informed by emerging practice:**
  - 6.1. To work with colleagues in the wider Training and Equipping team to ensure collaborative working.
  - 6.2. To liaise with the Church Resources Officer and the Leadership Development Officer at the request of the Head of Training and Equipping.
  
- 7. With the Head of Initial Training and the Training Administrators, to ensure clear and timely communication both within and from the training team:**
  - 7.1. To develop and maintain appropriate methods of communication between members of the training team.
  - 7.2. To be a key point of contact for Youth Ministry Apprentices, ensuring e-mails and telephone calls are brought to the attention of colleagues and answered promptly within the appropriate timescale.
  - 7.3. To receive and ensure appropriate response to e-mails, telephone calls and approaches concerning all apprenticeship training initiatives.
  - 7.4. To deputise for the Head of Initial Training as agreed.
  
- 8. To be an active participant of the Mission Support Team**
  - 8.1. Be an active member of the Mission Support team, sharing in the life, objectives and shared practices of the team.
  - 8.2. Attend and take part in monthly Mission Support team gatherings.
  - 8.3. Whilst working at the Sheffield office share in the general responsibilities of all staff with regard to welcoming visitors, dealing with post, handling phone calls and enquiries as required.

**General:**

- To undertake any such duties as are commensurate with the post at the direction of the line manager or their senior.
- To be an active member of the Training team, participating in regular team meetings, meetings with members of the team as need arises, and in the overall objectives and life of the team;
- To be an active member of the Training and Equipping team, participating in regular team meetings, meetings with members of the team as need arises, sharing in the development and work of the team as well as actively engaging in the life of the team;
- To attend an annual appraisal and regular one to ones with the line manager;
- To undertake any training as required for the role as identified in an appraisal or supervision;
- To adhere to Church Army's contractual and non contractual policies at all times. These are as outlined in the Staff Handbook and on Church Army's intranet document library;
- To act in the best interest of Church Army at all times.

# PERSON SPECIFICATION

---

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below.

## **Leadership & Programme Management**

- Ability to lead and oversee a complex training and apprenticeship programme
- Strong planning, coordination, and resource management skills
- Experience with quality assurance, assessment processes, and impact evaluation
- Confidence deputising for senior staff and representing the organisation externally

## **Teaching & Training**

- Skills in formational training design, teaching, and assessment
- Ability to develop learning methods aligned with vocational ministry practice
- Experience supporting and supervising tutors or mentors
- Understanding of formational learning (knowledge, skills, and behaviours)

## **Communication & Relationship Management**

- Excellent written and verbal communication
- Ability to liaise with dioceses, training providers, and national bodies
- Strong stakeholder management and partnership-building skills
- Pastoral sensitivity when working with apprentices and tutors

## **Administration & Systems**

- Competence with data gathering, reporting, and compliance
- Ability to work with funding and grant management systems (e.g. Church systems)
- Organised approach to emails, enquiries, and documentation

## **Strategic & Collaborative Working**

- Ability to contribute to programme development and review
- Strong teamwork and cross-department collaboration
- Capacity to link research, policy, and emerging practice

## **Sector Knowledge**

- Understanding of church-based ministry training
- Familiarity with national church structures such as Church Army and the Church of England
- Awareness of youth ministry and theological education contexts

# TERMS AND CONDITIONS

---

<b>Location</b>	Remote with regular travel to the Sheffield office and across the UK & Ireland as required for the role.
<b>Salary</b>	£46,085 per annum
<b>Responsible to</b>	Head of Training & Equipping
<b>Hours</b>	37.5 hours per week (full-time)
<b>Pension</b>	Church Army is an auto enrolment employer. If you are eligible for pension contributions, you will be enrolled into a qualifying scheme and minimum pension contributions will be made by the employer.
<b>Annual Leave</b>	247.5 hours per annum, including bank holidays (pro-rated for part time.) Some days are compulsory leave over Christmas when the office is closed.
<b>Probation Period</b>	Six months
<b>Contract Type</b>	Fixed-term, 3 years.
<b>Notice Period</b>	12 weeks (after probation period)
<b>DBS Requirement</b>	<p>A DBS check is not required for this post. However, all staff are expected to read and comply with Church Army's Safer Ministry Policy.</p> <p>Everyone in Church Army whether a staff member, volunteer, Evangelist, Evangelist in Training or Licenced Waterways Chaplain is responsible for making sure that Church Army has a safe and healthy safeguarding culture. We are committed to protecting the vulnerable and ensuring the highest possible safeguarding standards. We expect everyone in Church Army to be familiar and comply with our Safer Ministry Policy, undergo any safer recruitment processes, and report any concerns or behaviours they don't think are right to a member of the safeguarding team: <a href="mailto:safeguarding@churcharmy.org">safeguarding@churcharmy.org</a>, or someone they trust.</p>
<b>Occupational Requirement</b>	This post is subject to an Occupational Requirement under the provisions made in the Equality Act 2010 that the post holder has an active faith in Jesus. As this is a role promoting the Christian Faith, the postholder should be a committed Christian. The successful candidate must be in agreement with the vision and values of Church Army.

# WHAT MAKES US CHURCH ARMY

---

## Our Vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

## Our Values

Everything we do is underpinned by our GRACEUP values:

**Generous** - We believe God is generous and we want to model that generosity to others.

**Risk-taking** - We have a long heritage as a pioneering movement, taking calculated risks and giving our staff permission to try new things.

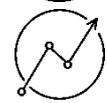
**Accountable** - We are accountable to God and others, and we want to be reliable and responsible to high professional standards.

**Collaborative** - We are committed to partnering with others who share our values; we believe collaboration enhances the potential and outcomes of our work.

**Expectant** - We are hopeful, expecting God to do new things through our frontline work and the Church Army community.

**Unconditional** - We believe God loves everyone and every person is significant in His eyes. We serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.

**Prayerful** - We listen to God through prayer, and we want to be obedient to Him. We want to be like Jesus in all we do.



## Working with Us

We aspire to see our teams reflect the communities they serve, and to have a diversity of people and views reflected across our organisation. We are a Christian charity working with people of all faiths and none. We ask that our team, where being a Christian is not a requirement, to respect and be sympathetic to our history, work, vision and values.

We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are an equal opportunities employer and we do not discriminate on the basis of any characteristic, including those protected by the Equality Act.

Church Army staff have access to a wide range of benefits, and you can find some of these listed on our [website](#) below our vacancies.

# APPLICATION PROCESS

---

If you would like you to find out any more about the role, please contact Elli Wort (Head of Training & Equipping) on [elli.wort@churcharmy.org](mailto:elli.wort@churcharmy.org)

To apply, **please submit a Church Army Application Form** which is available to download from the job advert on our website.

---

**Deadline:** 9am - Tuesday 31<sup>st</sup> March 2026

**Interview:** Friday 17<sup>th</sup> April 2026

---

## What to expect from our Recruitment Process:

- Email your completed application form, **in word format**, to [recruitment@churcharmy.org](mailto:recruitment@churcharmy.org)
- One of our team will acknowledge your application
- Applications are shortlisted against the person specification
- You will be contacted as to whether you have been invited to interview

## Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- Successful completion of a probationary period
- Two satisfactory references

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.

For more information about Church Army please visit: [www.churcharmy.org](http://www.churcharmy.org)