

# ARROW PROGRAMME MANAGER

## Application Pack



Dear applicant

Thank you for your interest in the post of Arrow Programme Manager. We're on the look-out for an excellent manager to work as part of our dynamic leadership development team to help deliver a premier leadership development programme for 25-40 year old church leaders.

Does that excite you? Then read on....

Over the last year we have been prayerfully discerning God's way forward for CPAS. Through the process there are four things that have bubbled to the surface that we long and pray for:



Arrow plays a key part in delivering against each of these, as we equip leaders to be led more by Jesus, lead more like Jesus, and lead more to Jesus, alongside our work appointing vicars to 692 Patronage churches around the country, and enabling Venture and Falcon leaders to run 90 fun and faith-filled holidays for 3000 children and young people.

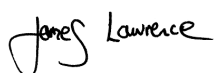
Arrow in the UK began in 1999, and is part of a ten-country global Alliance. We currently start a new 18-month programme every two years, and run a conference for those who have completed the programme every other year.

This is a process of discernment. If you're excited by these possibilities and the vision outlined later in this pack, then enter that process with us. We'd love to meet you and explore whether God might be calling you to be a part of our ministry.

Hopefully this pack tells you everything you need to know to decide whether this might be the role for you, but if you would like an informal discussion about any aspects of the role or the details in this pack please contact James Lawrence (Leadership Principal) on 024 7526 7854 or [jlawrence@cpas.org.uk](mailto:jlawrence@cpas.org.uk).

We look forward to receiving your application.

Yours in Christ,



James Lawrence  
Leadership Principal

Sovereign Court One (Unit 3), Sir William Lyons Road, University of Warwick Science Park, COVENTRY CV4 7EZ

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# About CPAS

## OUR HERITAGE

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 women, men and children in our nations continue to motivate us and are reflected in our purpose statement: CPAS enables churches to help every person hear and discover the good news of Jesus Christ.

## OUR FOCUS

Jesus was clear that part of his earthly calling was 'to seek and to save the lost' (Luke 19:10). Those who founded CPAS in 1836 shared a conviction that a primary calling of local churches is to enable those who are far from Christ to be reconciled to him, and that CPAS could help resource churches to that end.



Christian witness today can be an uphill challenge where narratives of contemporary culture often appear out of step with those of Scripture. Yet the gospel remains good news for all people. CPAS continues its calling to work with churches and leaders to help them share the gospel afresh in each generation by providing Venture and Falcon holidays for 3000 children and young people, and pioneering into a growing number of schools with the good news of Jesus through our Schools Ventures; appointing evangelical clergy to its 692 patronage parishes; and training, resourcing and supporting thousands of leaders across the Church of England.

The focus of our contribution at this time is:

- Galvanising our patronage incumbents to focus their churches increasingly on evangelism.
- Equipping and resourcing ministers and focal leaders to lead churches to be more effective in evangelism.
- Resourcing churches to help Christians be courageous in sharing their faith.
- Enabling children to explore life with Jesus through Schools Ventures.

## 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](http://www.cpas.org.uk/faith).

## LOCATION

The majority of our staff are based at our office on the outskirts of Coventry and 20 minutes walk from Canley station, although some are located elsewhere in the country. We have comfortable, purpose-built and well-resourced facilities, including excellent IT provision and a strong support network. Staff currently working at Sovereign Court 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 other parts of the country. This post is based at the office.

# ROLE PROFILE – ARROW PROGRAMME MANAGER

## OVERVIEW OF ROLE

### Job Purpose

To effectively manage the Arrow Leadership Programme.

### Core Tasks

- To co-ordinate communication with Arrow participants, supporters, intercessors, mentors and speakers.
- To oversee the delivery of the programme residentials and days, including liaison with centre staff, session leaders and preparation of materials.
- To manage the finances and budgetary process.
- To work with the administrative staff member who carries the Arrow brief.
- To oversee the delivery of the biennial Arrow Reloaded conference.

### Accountability and Management

The programme manager reports to the Director of Arrow, and works in accountable peer relationships within the CPAS staff body.

### Communication

- Internally: the Director of Arrow, the leadership development team and finance staff.
- Externally: the Arrow programme teams, Arrow participants and past participants, venues and providers.

### Decision Making

- Setting budgets for the Arrow programme.
- Delegating administrative work to the administrator working on Arrow.

## REQUIREMENTS FOR ROLE

### Knowledge

- Educated to A level or equivalent by experience.
- Experience and knowledge of project management.
- Experience of managing multi-layered projects.
- Accomplished user of the Microsoft Office suite.

### Skills

- Ability to complete projects accurately and on time.
- Strong initiative and a resolution-focused approach to problem solving.
- Detail oriented with strong organisational and analytical skills.
- Great interpersonal skills.
- Competent in financial management.

### Attitudes

- A positive can-do attitude is essential for this post.
- Flexibility, in particular regard to working arrangements.
- Servant heart, willing to get stuck in, serving those on the programme in a wide variety of ways.

### Passion

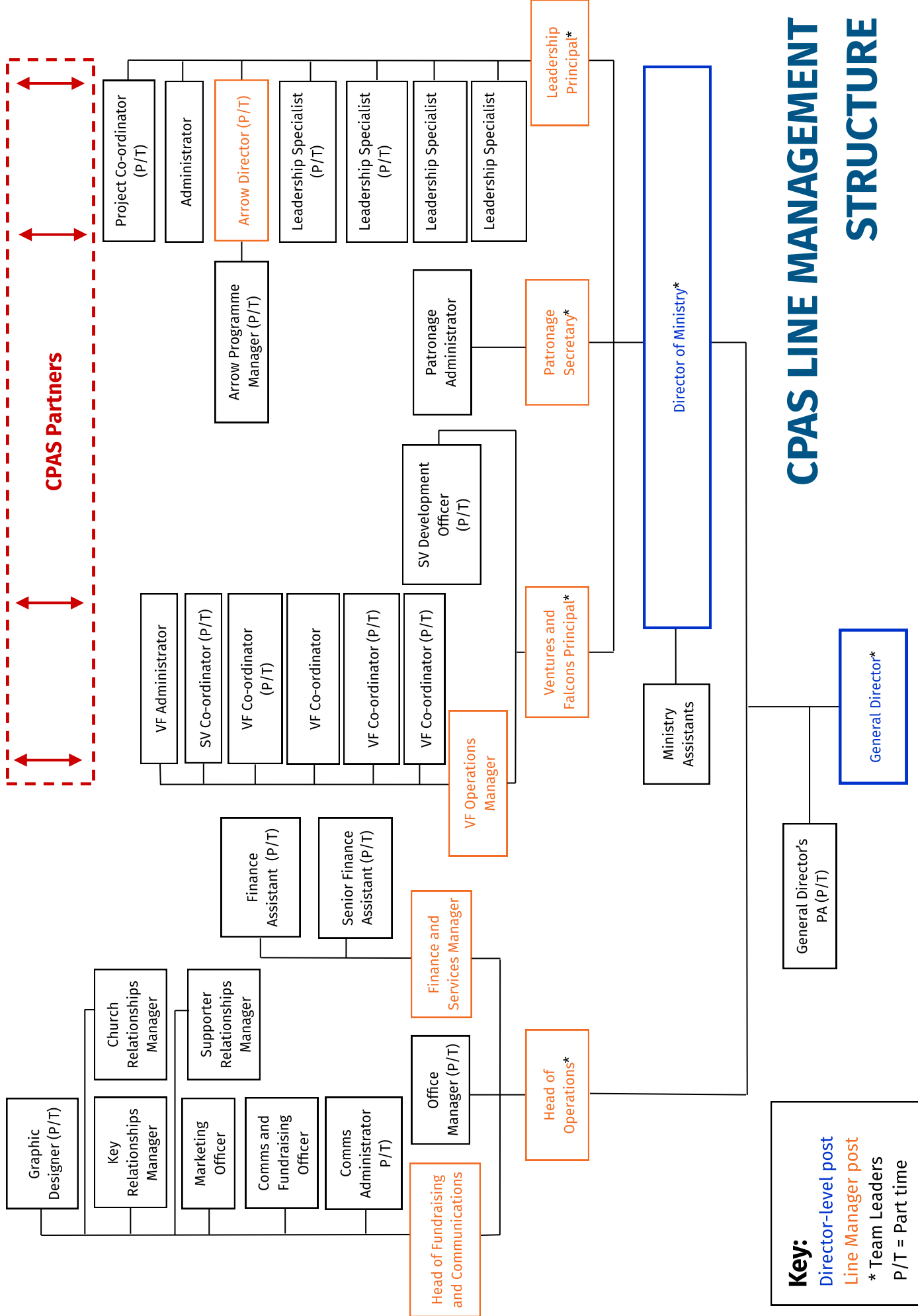
This person will have a heart for leadership development, be passionate about seeing people grow, and relish managing the programme. They will enjoy serving, often behind the scenes, with a positive can-do attitude enabling them to see the many pressures and demands of their role as a challenge rather than a problem. Oriented to make a difference, the person will engage well with residential work.

### Other Requirements

Due to the nature of the programme, the postholder will be required to attend week long residentials (two or three times a year) and do occasional weekend work.

### Christian Faith

CPAS is a Christian agency, working to support churches across the UK and Ireland. It is therefore important that the postholder has a committed personal faith, is an active member of a local church and is in agreement with the CPAS basis of faith.





# Terms and Conditions

This is a part time post based on three days a week, but working annualised hours.

1. **Christian faith:** as a Christian organisation, with a focus on mission, some of our roles include an Occupational Requirement of an active Christian faith. Some employees are required to sign the CPAS basis of faith. Details of how this applies to this post are included in the role profile.
2. **Location:** the role is based at the CPAS office. It also involves attending Arrow residentials at various conference centres in the UK.
3. **Salary:** currently £17,854 per annum for 1012 hours a year. Salaries are reviewed annually, normally in May.
4. **Pension:** lay staff join the Church Workers' Pension Fund (unless they opt out), a defined contribution scheme, which includes a death-in-service benefit. Staff contribute at a minimum of 4% of salary, with no maximum contribution. CPAS will match employee contributions up to a maximum of 9%. Clergy and Licensed Lay Workers may be able to retain membership of the Church pension scheme on the same basis as in parish work.
5. **Expenses:** all authorised expenses are reimbursed.
6. **Car:** CPAS reimburses mileage at the current maximum HMRC rate of 45p per mile.
7. **Hours of work:** the post is based on annualised hours, the total for the first year being 1012 hours. This enables a great deal of flexibility for both CPAS as the employer, and you as the employee. In the past it has meant that the post holder has worked three days a week, increasing to four before a residential (on average one a term), then a six day week for the residential (Sunday to Friday). It has also meant the post holder has been able to take significant time off over the summer holiday period. The nature of the job involves residential and weekend work. Flexibility in working hours is therefore expected, with appropriate time off in lieu.
8. **Safe guarding:** CPAS is committed to safer recruitment, so formal clearance under the CPAS Child Protection Policy is required as this job may involve work with children and young people (includes a DBS check and asking applicants and referees appropriate questions around safeguarding),.
9. **Driving licence:** this job involves travelling in circumstances where use of a car may be the only practical means of travel. Possession of a full driving licence is therefore required throughout the period of employment.
10. **Holiday:** annual holidays start at four weeks increasing one day per year of service to a maximum of five weeks, plus all bank holidays and the period from Christmas Eve to New Year's Day inclusive.
11. **Appraisal:** an annual appraisal is conducted to provide an opportunity for staff to review and improve their effectiveness. Role profiles are reviewed, normally in conjunction with the annual appraisal, and may be varied from time to time.
12. **Start date:** as soon as possible.

# How to Apply

Please complete the CPAS application form provided – and send it with a short letter indicating:

- Why you feel drawn to the role.
- Why you would like to work at CPAS.

## Applications should be sent by email (preferably) or post to:

- The Rev James Lawrence, CPAS Leadership Principal  
CPAS, Sovereign Court One (Unit 3), Sir William Lyons Road, University of Warwick Science Park,  
COVENTRY CV4 7EZ
- [jlawrence@cpas.org.uk](mailto:jlawrence@cpas.org.uk)

# Referees

The application form requires you to give the names and addresses of three 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 5pm on 26 November.

# Approach

At CPAS we are committed to a two-way process of discernment. We want to provide opportunities for an applicant to find out more about the work of CPAS, meet with potential colleagues, and provide evidence for why they are a suitable candidate for the post. In order for this to happen we invite shortlisted applicants to a two-stage interview process.

- Stage 1 may be done via Zoom or at or near the office in Coventry. It will be an informal conversation with the leadership principal and Arrow director, providing an opportunity for the applicant to find out more about the role and the work of CPAS. We will also ask some 'basic' questions to enable the formal interview to be able to dispense with the 'low currency' questions that are sometimes over-represented in interviews.
- Stage 2 will be a formal interview with a panel at the office in Coventry (COVID restrictions allowing, and following safe distancing policies). It may well include a presentation, some exercises and a psychometric test.

CPAS will be responsible for full costs of meetings, including travel.

Interviews are scheduled for 10 December 2020 in Coventry (if allowed under social distancing regulations; otherwise online).