

Application Pack



Church Pastoral Aid Society

Registered charity no 1007820, a company limited by guarantee, registered in England no 2673220

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



Thank you for considering the post of Church Relationship Officer at CPAS.

About CPAS

CPAS is one of the key organisations shaping the future of the UK Church. Its residential holidays influence the lives of thousands of young people each year. Its leadership training and patronage work are shaping the current generation of church leadership. CPAS' role in the UK is unique, long-standing and influential within the Church of England and its evangelical constituency.

Our founders' aim was clear, to take the gospel 'to every person's door, with a single eye to the glory of God' which has meant that our work has always been in partnership with local churches. Currently we focus on training, patronage and the residential holidays we run for young people. We value our rich heritage and partnerships across the evangelical constituency, and seek to be biblical, missional, prayerful and Christ-like in all we do.

Looking towards 2025, our prayer and aspiration is to see:



The three main areas of our work are:

- Ventures and Falcons: for 8-18's to explore life with Jesus on our holidays and school residentials.
- Leadership: resources, events and programmes to develop leaders at all levels in local churches.
- Patronage: supporting the appointment process for clergy in more than 700 churches.

About this role

Are you passionate about building relationships and presenting information in a clear and compelling way? We're looking for a Church Relationship Officer to develop and deepen relationships with churches and their leaders resulting in more involvement with CPAS' ministry and growing financial support for CPAS. Using strong communication skills with a diverse audience in many different church contexts, the ideal candidate will cultivate speaking opportunities in churches and grow a network of advocates for CPAS, will thrive in a collaborative environment, and will have previous experience of delivering sales or fundraising targets in a relational way. The successful candidate will be joining our busy and creative Fundraising and Communications team at a great time, as we look to strengthen and grow.

ROLE PROFILE

RESPONSIBLE TO: Head of Fundraising and Communications.

KEY WORKING RELATIONSHIPS: Supporters, churches, Fundraising and Communications team, Patronage team, wider CPAS teams and senior colleagues.

JOB PURPOSE: To develop and deepen relationships with churches and their leaders resulting in more involvement with CPAS' ministry and growing financial support for CPAS. To be a representative for CPAS and its Christian values and vision within this.

CORE TASKS

Deliver on Key Performance Indicators (KPI's) for Church engagement as agreed

- ◇ Work collaboratively across CPAS and with the Patronage team to develop new relationships with churches and their leaders (including reactivating relationships, for example, among churches where CPAS is the patron, or among church leaders who are Arrow leadership alumni).
- ◇ Initiate financial support from churches and their leaders who are currently involved with CPAS' ministry.
- ◇ Deepen relationships with churches and their leaders (increasing the engagement with CPAS' range of ministry offerings and increasing financial support).
- ◇ Cultivate speaking opportunities in churches and grow a network of advocates for CPAS in churches.
- ◇ Represent CPAS at Christian events (e.g. New Wine, Keswick Convention, and CPAS' National Larger Anglican Churches Consultation).
- ◇ Represent CPAS' Christian vision and values in all the above.

GENERAL:

- ◇ Conduct all research and supporter engagement activity in compliance with CPAS' Privacy Policy, GDPR and the Code of Fundraising Practice and in a manner that remains consistent with CPAS' Christian ethos.
- ◇ Monitor and report on performance.
- ◇ Participate fully in the life of CPAS.
- ◇ Ensure fundraising is delivered to the highest ethical standards.

OTHER REQUIREMENTS

- ◇ Contribute to the spiritual culture of the team.
- ◇ Participate in the prayer life of CPAS.
- ◇ Ensure that safeguarding good practice is embedded into your work.
- ◇ Occasional UK travel, including attending conferences and events. This could require residential stays.



PERSON SPECIFICATION

KNOWLEDGE AND EDUCATION

Essential:

- Understanding of evangelical churches and church leadership, ideally within the Church of England.
- Good working knowledge of Microsoft Office systems.

Desirable:

- A fundraising qualification.
- A strong understanding of church giving.

SKILLS

Essential:

- Strong relationship building and influencing skills across a wide range of stakeholders.
- Excellent listener.
- Strong communication skills, particularly on the telephone. Able to present information in a clear and compelling way in written and verbal form.
- Can work on their own initiative. Manages workload and follows-up effectively.
- Able to co-ordinate and organise multiple points of contact with churches.

Desirable:

- Creative, solutions focused.
- Collaborative whilst also results focused.

EXPERIENCE

Essential:

- Experience of delivering sales or fundraising targets in a relational way.
- Experience of person-to-person relationship fundraising (ideally combined with experience of writing compelling appeal letters/e-mails and supporter stewardship).

Desirable:

- Experience of managing events (including virtual events like webinars) would be an advantage.

PERSONAL QUALITIES

Essential:

- Committed to high standards of customer service, efficient delivery and clear communication.
- Motivated by the aims and objectives of CPAS' work.
- Enjoys working in a collaborative team environment.
- A committed Christian, an active member of a local church and in agreement with the [CPAS Basis of Faith](#)*.

*CPAS is a Christian agency, working to support churches across the UK and Republic of Ireland. Due to the nature of the role there is an Occupational Requirement that the postholder is a committed Christian under Part 1 of Schedule 9 of the Equality Act 2010, an active member of a local church, and in agreement with the [CPAS Basis of Faith](#).



TERMS AND CONDITIONS

1. **Location:** The role will be based in the CPAS offices in Coventry. CPAS has a flexible working policy and it may be possible to work from home up to two days per week, subject to making an application.
2. **Salary:** £27,546 per annum, subject to an annual pay review.
3. **Contract:** This is a permanent appointment. It is subject to an initial six month probationary period and the usual ongoing CPAS appraisal process.
4. **Pension:** CPAS provides a pension scheme with a minimum of a 4% matched contribution to the Church of England Lay Workers Scheme. It is possible to increase this to 9%.
5. **Hours of work:** This is a full-time appointment of 37 hours per week. CPAS operates a flexible working policy.
6. **Holiday:** Annual leave entitlement is 33 days. This entitlement is inclusive of bank and public holidays, and there are, in addition, three days of paid leave between Christmas and New Year when the CPAS office is closed. The holiday year begins on 1 January each year.
7. **Employee Assistance:** CPAS provides free access to Health Assured, the employee assistance programme.
8. **Start date:** To start as soon as possible.
9. This post will be subject to a Basic DBS check and all staff are expected to undertake safeguarding training and be able to articulate how their role supports the safeguarding culture within CPAS.

You must have evidence of your right to work in the UK.

HOW TO APPLY

Please complete the application form and ensure you demonstrate how you meet the requirements of the person specification. Please also complete and return the Declaration of Suitability form. Please note we cannot shortlist your application unless you supply the additional information.

Applications should be sent by email to recruitment@cpas.org.uk.

CLOSING DATE AND INTERVIEWS

Applications will be reviewed on a rolling basis and interviews scheduled as appropriate. Early applications are encouraged.

If you have any questions about the role or about CPAS, don't hesitate to get in touch with David, our Head of Fundraising and Communications at dskoppek@cpas.org.uk