

EVENTS AND VOLUNTEERING OPERATIONS LEAD (VF LEAD)



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 Events and Volunteering Operations Lead (VF Lead) at CPAS.

CPAS Ventures and Falcons (VF)

Venture and Falcon holidays enable 8-18's across the UK to explore life with Jesus whilst having fun and making new friends. Such a high point of the year for many young people, these events are run in partnership with churches, complementing their year-round ministry. This year, we're planning 67 holidays for over 3,000 young people (in addition to our newer schools residential programme). Our central staff team are office/home-based and provide support to the 2,000+ volunteers running these events on the ground.

About this role

We are seeking a VF Lead to manage a small staff team and lead the operational support for our holiday programme. You will relate well to staff and volunteers, enjoy implementing and developing systems to improve efficiencies and ensure our volunteers feel valued and supported, so we can achieve safe, fun and faith-filled events. You will also be part of the Ventures management team for support in your own role and to contribute strategically towards CPAS' wider and future ministry for children and young people. You will be passionate about the Gospel and motivated to draw the best out of others.

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 on 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:

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

Basis 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.

ROLE PROFILE

RESPONSIBLE TO: Ventures and Falcons Principal

KEY WORKING RELATIONSHIPS: Ventures and Falcons Principal, VF Coordinators, School Venture Lead, CPAS finance team, Fundraising and communications team, volunteers, sites and major suppliers. The role is part of the holiday ministry management team.

JOB PURPOSE: To manage the operational work of the Ventures and Falcons (VF) holidays.

CORE TASKS:

- Review systems and working practices on an ongoing basis, seeking to innovate to achieve efficiencies.
- Maximise the use of technology and minimise the administrative burden for volunteers.
- Drive the operations schedule, setting goals / tasks and coordinating the work amongst staff.
- Manage VF Coordinators and Administrators, ensuring they are trained and supported and able to deliver on work priorities and plans. This will include line management responsibilities, regular 121 meetings and annual reviews.
- Oversee and lead the weekly team meetings, regularly demonstrating your operational leadership and contributing to the spiritual culture of the team.
- Regular participation in whole staff prayer times.
- Oversee Operational Standards – ensuring there are appropriate standards in place for health and safety, volunteers. data protection and legal compliance, including updates and development of training and manuals.
- Advise the team on interpretation of policy and procedures to help address queries from leaders and parents, whilst encouraging the team in their own competence and confidence in this area.
- Work with the team leader to coordinate a review of each season and monitor performance of each holiday against income/expenditure and member target budgets, providing feedback to leaders and initiating corrective action as appropriate.
- Work in collaboration with the Fundraising and Communications team in order to generate income, raise holiday profile and increase bookings and volunteer recruitment.
- Ensure that financial management processes are implemented, and contribute to budget setting and financial planning for individual Ventures and Falcons.
- Provide operational updates for the Team Leader.
- Be prepared to carry out the role of a Coordinator as and when needed (e.g. sickness/ holiday cover).
- Communicate your passion for the Gospel and CPAS' Christian vision and values in interactions with our volunteers and when attending other Christian sector events.
- Take up an area of specialism, e.g. Conferences, Outdoor Activities.
- Ensure holidays are well run, record keeping is maintained, emergency cover is always in place and holidays are evaluated and reviewed regularly.
- Ensure liaison with insurance brokers in relation to advice and cover provided and work in conjunction with the CPAS Operations Director relating to claims.
- Work collaboratively across CPAS, contributing to organisational planning and operation, and ensuring organisational efficiency.
- Contribute to the VF team's high standards of safeguarding culture and practice.
- Be on the rota for out-of-hours calls from key leaders on holidays in progress.



PERSON SPECIFICATION

DECISION MAKING

The postholder will be need to be comfortable with the following:

- Thinking on their feet and taking decisions when they are needed.
- Allocating work within the team of Coordinators and Administrator.
- Authorising expenditure by volunteers and staff within agreed thresholds.
- Making employment decisions for direct reports in collaboration with the Head of Ventures and Falcons.

RELEVANT EXPERIENCE

Essential:

- Understanding of working with volunteers.
- Appreciation of the importance of building and maintaining safer environments for children and volunteers.
- Experience of line management, able to set goals, delegate/monitor performance and give feedback.
- Experience and expertise in volunteer management.
- Experience and confidence in customer service delivery and supplier management/negotiation.
- Experience and appreciation of healthy safeguarding culture and good practice.
- Understanding of health and safety management in the volunteer sector.

Desirable:

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

SKILLS AND KNOWLEDGE

- Team building.
- Performance management.
- Energy, resourcefulness and ability to be innovative and visionary.
- Analytical, problem-solving and interpersonal skills.
- Ability to use databases and draw on data to monitor performance.
- Excellent numeracy and written and spoken English.
- Proficiency in Microsoft Office software, particularly Excel.
- Able to manage own workload.
- Work well as part of a team and able to draw the best out of others.
- 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.

CHRISTIAN FAITH

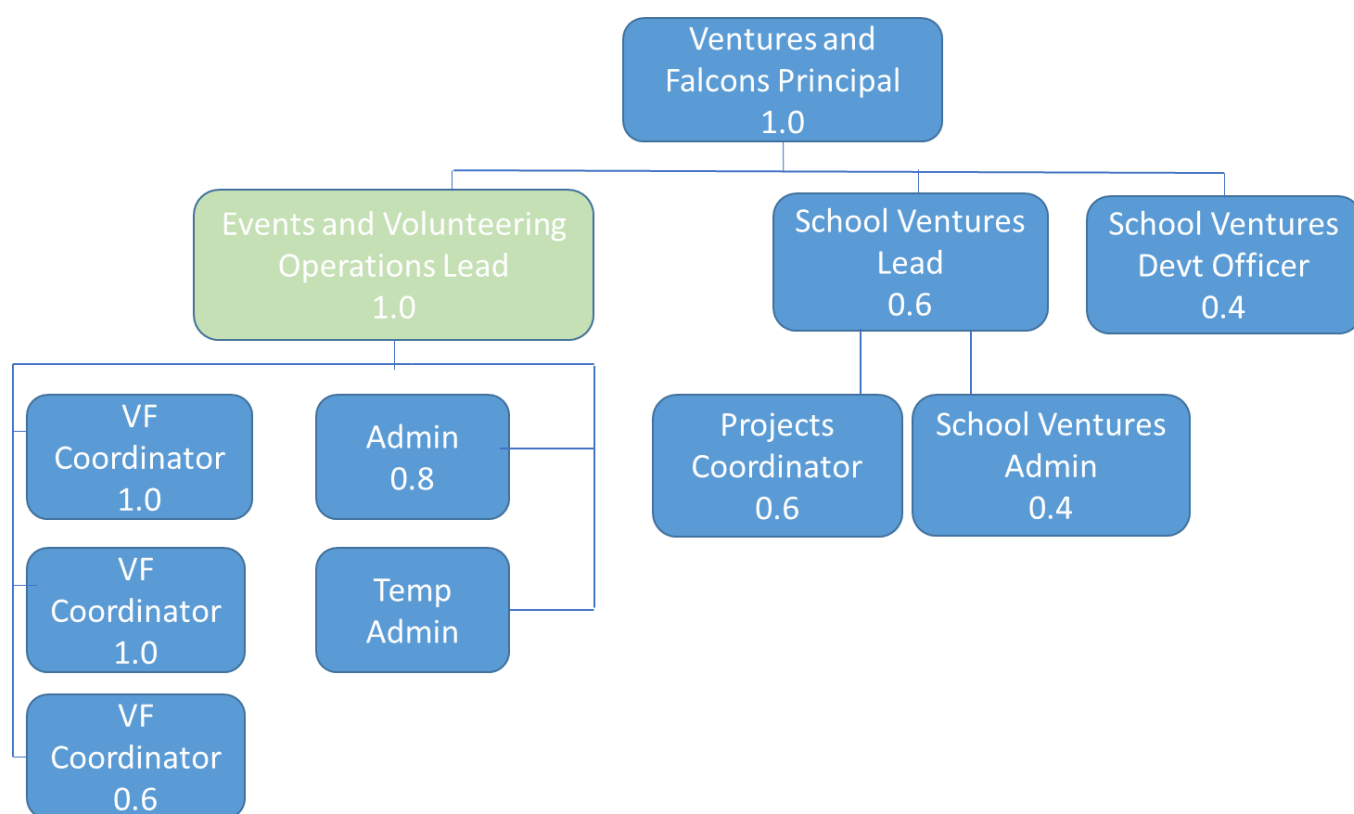
CPAS is a Christian agency, working to support churches across the UK and Republic of Ireland. Due to the nature of the role there is an Occupational Requirement that the postholder is a committed Christian under Part 1 of Schedule 9 of the Equality Act 2010, an active member of a local church, and in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

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 one week between the middle and end of August. Holiday during other school holidays also needs to be managed to ensure adequate levels of cover.



VENTURES AND FALCONS TEAM STRUCTURE



TERMS AND CONDITIONS

- 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 2 days per week, subject to making an application once probation has been successfully completed.
- Salary:** £35,312 per annum.
- Contract:** This is a permanent appointment. It is subject to an initial six month probationary period and the usual ongoing CPAS appraisal process.
- 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%.
- Hours of work:** This is a full time appointment of 37 hours per week. CPAS operates a flexible working policy.
- Holiday:** Annual leave is 25 days, plus three additional days of paid leave between Christmas and New Year when the CPAS office is closed, plus all bank holidays.
- Employee Assistance:** CPAS provides free access to Health Assured, the employee assistance programme.
- Start date:** To start as soon as possible.
- This post will be subject to an Enhanced DBS check with Barred List(s), 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 role profile and person specification. Please also complete and return the Confidential Declaration 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

APPLICATION CLOSING DATE

The deadline for applications is **9am on Thursday 7th December, 2023**

INTERVIEWS

Interviews are scheduled for **Thursday 14th December** at our offices in Coventry.

