



TEAM ADMINISTRATOR - VENTURES AND FALCONS

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 your interest in the Team Administrator post at CPAS

ABOUT CPAS

CPAS is one of the key organisations shaping the future of the UK Church and one of the Church of England's mission agencies. Its leadership training and patronage work are shaping the current generation of church leaders. Its residential holidays influence the lives of thousands of young people each year. 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 leadership 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 (VF): for 8-18's to explore life with Jesus on our holidays and through our schools ministry support.
- Leadership: resources, events and programmes to develop leaders at all levels in local churches.
- Patronage: supporting the appointment process for clergy in nearly 700 churches.

OUR ASPIRATIONS

We long to see a Christ-centred, Bible-based, mission-focused Church where leaders are clear about their call to discipleship, growing in Christ-like character, and competent to lead in a time of rapid change; where leaders discern God's direction, enable action, build teams, develop leaders, facilitate communication, and nurture people; where leaders work in and across teams, reflecting the diversity of ministries, and model themselves on the servant character of Jesus; where leaders help transform inherited churches, pioneer new worshipping communities and deliver creative residential ministry, effectively helping children, young people and adults hear and discover the good news of Jesus Christ. This role is vital to making this vision a reality.

ABOUT THIS ROLE

CPAS enables churches to help every person hear and discover the good news of Jesus Christ. These holidays are specially designed for children and young people to explore life with Jesus whilst having fun and making 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 61 holidays for approximately 2,700 young people. Our central staff team are office/home-based and provide support to the 2,000+ volunteers running these events on the ground.

We're looking for a proactive, organised, and people-focused Administrator to join our holidays team. You'll help keep operations running smoothly, support our incredible volunteers, and contribute to a culture of service, innovation and trust. You'll thrive in this role if you enjoy balancing routine admin with the challenge of managing impromptu communications and unplanned interruptions, are confident using digital systems and open to change, and care about great communication and excellent service.

This is a great time to join as we grow and strengthen the foundations of this vital ministry.



ROLE PROFILE

RESPONSIBLE TO: Ventures and Falcons Lead

KEY WORKING RELATIONSHIPS

- **Internally:** Ventures and Falcons team, finance team and communications team.
- **Externally:** Volunteers, parents/guardians, churches and external organisations/trusts.

JOB PURPOSE

To deliver high-quality, proactive administrative support across the Ventures and Falcons Team. This role ensures smooth operations, supports volunteer engagement, facilitates digital improvements, and contributes to a culture of service, innovation, and trust.

CORE TASKS

Operations and Administration

- Maintain accurate records and databases, manage volunteer checks (DBS/safeguarding), process expenses and event logistics.
- Respond to enquiries professionally and promptly via phone, email, and post.
- Support team-wide administrative tasks including the annual conference and regular communications.

Systems & Digital Transition

- Learn current systems quickly and ensure smooth continuity.
- Actively contribute to the rollout of new digital systems and ways of working.
- Adapt workflows to new tools and support volunteers through digital change with guidance and reassurance.

Volunteer & Stakeholder Communications

- Be a consistent, reliable point of contact for volunteers, parents, and churches.
- Help build trust through excellent service, clear communication, and attention to volunteer feedback.
- Improve messaging and materials that support volunteer engagement.

Team Contribution & Continuous Improvement

- Suggest ways to streamline systems and improve processes.
- Contribute to the team's high standards of safeguarding culture and practice.
- Contribute positively to the culture of CPAS
- Participate actively in the life of the CPAS team, including off-site meetings and events.

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the organisation.

PERSON SPECIFICATION

KNOWLEDGE AND EDUCATION

Essential

- A practical knowledge of data protection and the UK GDPR.
- Awareness of confidentiality and safeguarding and how to practically implement in day-to-day work.
- Understanding/insight into the needs of volunteers.

Desirable

- Knowledge of safeguarding processes.

SKILLS

Essential

- Strong administrative and organisational skills with attention to detail.
- Good written and verbal communication skills.
- Able to prioritise and manage a varied workload.
- Confident with using digital tools (e.g., MS Office, Zoom, databases).
- Comfortable supporting others, including volunteers, in using systems.

EXPERIENCE

Desirable

- Experience of working in an administrative role.
- Experience of supporting digital or system change.
- Experience of working with or supporting volunteers.

PERSONAL QUALITIES

Essential

- Calm, personable, and approachable.
- Comfortable with repetitive tasks.
- Proactive and adaptable during change.
- Collaborative team player with a service-oriented mindset.
- Discreet; able to maintain personal and professional confidences.
- Passionate about how this role will enable the wider aspirations and ministry of CPAS to be achieved.
- Willing to work in a manner that respects the Christian ethos of the organisation and enables the wider aspirations and ministry of CPAS to be achieved*.

Desirable

- Enjoys improving how things are done.



* CPAS is a Christian organisation and to be successful in this role you will be comfortable working with our ethos and able to respect our beliefs. We are a friendly, informal staff group, where working as part of a team is important to us. Please be aware that during our staff away days we worship and pray together, and we pray as part of our working day—although there is no obligation for everyone to join in. We also have an annual retreat day that is offered for all staff. We very much welcome new staff joining us, who are keen to work within this culture and environment.



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 for part of the week subject to making an application.
2. **Salary:** Between £23,733-£26,232 per annum dependant on experience.
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 Church Workers Pension 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:** Mid-late August.
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.
10. 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.

APPLICATION CLOSING DATE

The deadline for applications is **Tuesday 1 July** at 9:00am.

INTERVIEWS

Interviews are scheduled for **Tuesday 15 July** at our offices in Coventry.

If you have any questions about the role or about CPAS, please don't hesitate to get in touch via recruitment@cpas.org.uk

