

2019/20 INTERN YEAR

Application Pack



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

Church Pastoral Aid Society, registered charity no 1007820
A company limited by guarantee, registered in England no 2673220
Registered office at address above

Thank you for your interest in the internship programme at CPAS.

We're on the look-out for three highly motivated individuals who will offer a year to support the work and ministry of CPAS alongside a staff team who are passionate about the mission of the Church. One person will work alongside the General Director (the boss), one with the Director of Ministry and one with the Communications team.

We want to help you develop skills and confidence in a professional working environment that will resource your future career. Each role is slightly different but you will work and learn as a group. While the roles are primarily office based, there will be opportunities to participate in events around the UK.

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 Graham Archer (Director of Ministry) on 0300 123 0780 (ext 4377) or garcher@cpas.org.uk.

About CPAS

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

The three main areas of our work are:

- **Leadership:** Resources, events and programmes to develop leaders at all levels in local churches, including Growing Leaders, PCC Tonight, You and Ministry weekends and the Arrow Leadership Programme. Our leadership training encompasses a wide range of key leadership topics, much of which is delivered in partnership with Church of England dioceses.
- **Venture and Falcon holidays:** 4,000 children and young people exploring life with Jesus on more than 100 residential holidays across England and Wales each year, which are led by more than 3,000 volunteer leaders.
- **Patronage:** As the UK's largest evangelical patron, we are involved in the appointment process for clergy at more than 500 churches.

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.

Location

Almost all our staff are based at our office (address on p1), on the outskirts of Coventry and 20 minutes walk from Canley station. We have comfortable, purpose-built and well-resourced facilities, including excellent IT provision and a strong support network.

Staff currently working at Sovereign Court One 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 London and Birmingham.

ROLE PROFILE: COMMUNICATIONS INTERN

Our Vision

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 teams, reflecting the diversity of ministries, and model themselves on the servant character of Jesus; where leaders help transform inherited churches, pioneer emerging churches and deliver creative residential ministry, effectively helping children, young people and adults hear and discover the good news of Jesus Christ.

OVERVIEW OF ROLE

Job Purpose

To enhance the effectiveness and impact of the ministry of CPAS whilst gaining experience and insight into the work and operation of a UK mission agency.

Core Tasks

To bring flexible and intelligent support to the Director of Ministry (DoM) and his teams, with specific focus on the Communications team. Tasks are likely to include:

- Playing an active role in supporting events, exhibitions and conferences.
- Participating in a Venture or Falcon holiday.
- Undertaking a marketing project.
- Innovatively utilising the potential of social media to connect with our constituency.
- Sharing responsibility for keeping the database up-to-date and effective.
- Preparing resources for speaking/training engagements. Attending a variety of events.
- Writing, editing and production of promotional and supporter communications (online and printed).
- Contributing creative ideas for a range of communications (e.g. fundraising appeals, exhibition stands, promotional campaigns).
- Supporting senior staff in delivering internal communications e.g. weekly news round-up for staff, materials for staff conferences.
- Sourcing images for use in a range of materials with the option of also contributing to the production of videos.
- Writing and editing content for the CPAS website.
- Participating fully in the corporate life of CPAS.
- Picking up and supporting projects and tasks as needed.

REQUIREMENTS FOR ROLE

Knowledge

- Excellent knowledge of MS Office Suite and email.
- Appreciation of church structures and operation.

Skills

- Good degree, or on track for 2.1 in chosen subject.
- Excellent writing skills, including the ability to write accurate and engaging copy.
- Ability to analyse, interpret and summarise complex and multi-faceted issues.
- Well-organised and experienced in delivering work in an accurate and timely manner, even under pressure.
- Self-motivated with the ability to work flexibly, on own initiative and as part of a team.
- First class ability to prioritise and manage own workload.
- Confident and enthusiastic individual with tenacity to complete challenging tasks.
- Strong interpersonal skills with an ability to manage relationships with tact and diplomacy.
- Flexible approach, e.g. willing to pick up things at short notice, take on any tasks needed to complete a project.
- Comfortable interacting with people at all levels in organisations.

Passion

Passionate about Jesus and the local church and its mission to enable people to discover the good news of Jesus Christ. Passionate to make a difference.

ROLE PROFILE: COMMUNICATIONS INTERN (CONT.)

Accountability and Management

The intern reports to the DoM, who will directly manage the role and the Comms Officer who will provide day-to-day tasks. The post does not have any line management responsibilities.

Communication

- Internally: General Director, DoM, principals of the ministry teams and all staff.
- Externally: As required but it will be a wide selection of Christian leaders and other individuals and organisations.

Christian Faith

CPAS is a Christian agency, working to support churches across the UK and Republic of Ireland. It is therefore important that the post holder has a committed personal faith and is an active member of a local church. As the post includes significant representation of the organisation externally, he or she will be required to sign the CPAS Basis of Faith (www.cpas.org.uk/faith).



ROLE PROFILE: DIRECTOR OF MINISTRY INTERN

Our Vision

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 teams, reflecting the diversity of ministries, and model themselves on the servant character of Jesus; where leaders help transform inherited churches, pioneer emerging churches and deliver creative residential ministry, effectively helping children, young people and adults hear and discover the good news of Jesus Christ.

OVERVIEW OF ROLE

Job Purpose

To enhance the effectiveness and impact of the ministry of CPAS whilst gaining experience and insight into the work and operation of a UK mission agency.

Core Tasks

To bring flexible and intelligent support to the Director of Ministry (DoM) and his teams, where the specific tasks will vary according to priorities of the ministry. However these are likely to include:

- Playing an active role in supporting events for leadership development.
- Giving practical support to the Ventures and Falcons team in developing their holiday ministry, including taking part in one of the holidays.
- Summarising selected books, research and articles to provide an incisive and illuminating precis.
- Undertaking primary and secondary research into topics to support discussions, presentations or meetings.
- Supporting networking with other agencies.
- Accompanying the DoM to some meetings to take notes and pursue follow-on actions.
- Preparing resources for speaking/training engagements. Attending a variety of events.
- Participating fully in the corporate life of CPAS.
- Leading a research project (topic to be decided).
- Picking up and supporting projects and tasks as needed.

REQUIREMENTS FOR ROLE

Knowledge

- Excellent knowledge of MS Office Suite and email.
- Appreciation of church structures and operation.

Skills

- Good degree, or on track for 2.1 in chosen subject.
- Excellent writing skills, including the ability to write accurate and engaging copy.
- Ability to analyse, interpret and summarise complex and multi-faceted issues.
- Well-organised and experienced in delivering work in an accurate and timely manner, even under pressure.
- Self-motivated with the ability to work flexibly, on own initiative and as part of a team.
- First class ability to prioritise and manage own workload.
- Confident and enthusiastic individual with tenacity to complete challenging tasks.
- Strong interpersonal skills with an ability to manage relationships with tact and diplomacy.
- Flexible approach, e.g. willing to pick up things at short notice, take on any tasks needed to complete a project.
- Comfortable interacting with people at all levels in organisations.

Passion

Passionate about Jesus and the local church and its mission to enable people to discover the good news of Jesus Christ. Passionate to make a difference.

ROLE PROFILE: DIRECTOR OF MINISTRY INTERN (CONT.)

Accountability and Management

The intern reports to the DoM, who will directly manage the role, and works in an accountable peer relationship with the DoM's PA. The post does not have any line management responsibilities.

Communication

- Internally: General Director, DoM, DoM PA, principals of the ministry teams and all staff.
- Externally: As required but it will be a wide selection of Christian leaders and other individuals and organisations.

Christian Faith

CPAS is a Christian agency, working to support churches across the UK and Republic of Ireland. It is therefore important that the post holder has a committed personal faith and is an active member of a local church. As the post includes significant representation of the organisation externally, he or she will be required to sign the CPAS Basis of Faith (www.cpas.org.uk/faith).



ROLE PROFILE: GENERAL DIRECTOR INTERN

Our Vision

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 teams, reflecting the diversity of ministries, and model themselves on the servant character of Jesus; where leaders help transform inherited churches, pioneer emerging churches and deliver creative residential ministry, effectively helping children, young people and adults hear and discover the good news of Jesus Christ.

OVERVIEW OF ROLE

Job Purpose

To enhance the effectiveness and impact of the General Director (GD) whilst gaining experience and insight into the work and operation of a UK mission agency.

Core Tasks

To bring flexible and intelligent support to the GD, where the specific tasks will vary according to their schedule and agenda. However these are likely to include:

- Summarising selected books, research and articles to provide an incisive and illuminating precis.
- Undertaking primary and secondary research into topics to support discussions, presentations or meetings.
- Being webmaster for sites overseen by the GD including EGGS and CEEC.
- Providing briefing research for GD meetings.
- Preparation/update of materials for GD presentations on CPAS' ministry internally/externally.
- Supporting the logistics organisation for GD networking/supporter meetings.
- Accompanying GD to some meetings to take notes and pursue follow-on actions.
- Preparing resources for speaking/training engagements. Visiting various ministry events.
- To participate fully in the corporate life of CPAS including other teams.
- To lead a research project (topic to be decided).
- Picking up and supporting projects and tasks as needed.

REQUIREMENTS FOR ROLE

Knowledge

- Excellent knowledge of MS Office Suite and email.
- Appreciation of church structures and operation.

Skills

- Good degree, or on track for 2.1 in chosen subject.
- Excellent writing skills, including the ability to write accurate and engaging copy.
- Ability to analyse, interpret and summarise complex and multi-faceted issues.
- Well-organised and experienced in delivering work in an accurate and timely manner, even under pressure.
- Self-motivated with the ability to work flexibly, on own initiative and as part of a team.
- First class ability to prioritise and manage own workload.
- Confident and enthusiastic individual with tenacity to complete challenging tasks.
- Strong interpersonal skills with an ability to manage relationships with tact and diplomacy.
- Flexible approach, e.g. willing to pick up things at short notice, take on any tasks needed to complete a project.
- Comfortable interacting with people at all levels in organisations.

Passion

Passionate about Jesus and the local church and its mission to enable people to discover the good news of Jesus Christ. Passionate to make a difference.

ROLE PROFILE: GENERAL DIRECTOR INTERN (CONT.)

Accountability and Management

The intern reports to the GD, who will directly manage the role and works in an accountable peer relationship with the GD's PA. The post does not have any line management responsibilities.

Communication

- Internally: General Director, GD PA, Senior Leadership Team and all staff.
- Externally: As required but it will be a wide selection of Christian leaders and other individuals and organisations.

Christian Faith

CPAS is a Christian agency, working to support churches across the UK and Republic of Ireland. It is therefore important that the post holder has a committed personal faith and is an active member of a local church. As the post includes significant representation of the organisation externally, he or she will be required to sign the CPAS Basis of Faith (www.cpas.org.uk/faith).



Terms and Conditions

1. **Christian faith:** As a Christian organisation with a focus on mission, some of our roles include a Genuine Occupational Requirement (GOR) of an active Christian faith. Details of how this applies to this post are included in the role profile.
2. **Location:** The post is based at the CPAS office at Sovereign Court One (Unit 3), University of Warwick Science Park, Coventry, CV4 7EZ.
3. **Salary:** £15,796 pa, which is the living wage.
4. **Contract:** This is a one year contract, subject to an initial three-month probationary period and the usual on-going CPAS appraisal process.
5. **Expenses:** All authorised expenses are reimbursed.
6. **Hours of work:** This is a full time appointment of 37 hours per week. A flexi-time system operates for this post.
7. **Holiday:** Annual holidays are four weeks, plus all bank holidays.
8. **Duration:** To start 2 September 2019 through to the end of August 2020.

How to Apply

Step One

Please contact Graham Archer (Director of Ministry) on 0300 123 0780 (ext 4377) or garcher@cpas.org.uk to express an interest in the role for an initial conversation, possibly leading to the opportunity to visit CPAS in Coventry.

Step Two

Please send your CV and a covering note which includes the following points:

- What skills and experience you have that equip you for this role (as outlined in the role profile).
- What you would hope to gain from a year working with us.
- How your faith impacts your day-to-day life and hopes for the future.
- Anything else that helps us work out if this role is a good fit for you at this time.

Applications should be sent by post or email to:

Graham Archer (Director of Ministry), CPAS, Sovereign Court One (Unit 3), Sir William Lyons Road, University of Warwick Science Park, COVENTRY CV4 7EZ or garcher@cpas.org.uk.

Step Three

Those who get this far will be invited to a second visit with the lead person in the area where they are most interesting in working i.e. the General Director, another ministry person apart from the Director of Ministry or the Communications Officer.

Referees

Please give the names and addresses of three referees, indicating the capacity in which they know you. One should be a tutor from your recent course, another should be a church leader (or equivalent) and the last is someone who knows you well, but not a close family member.

We normally take up references for all those called to a second visit (please indicate if you do not wish us to contact a referee prior to interview).

Closing Date

Applications will remain open until all three posts are filled.