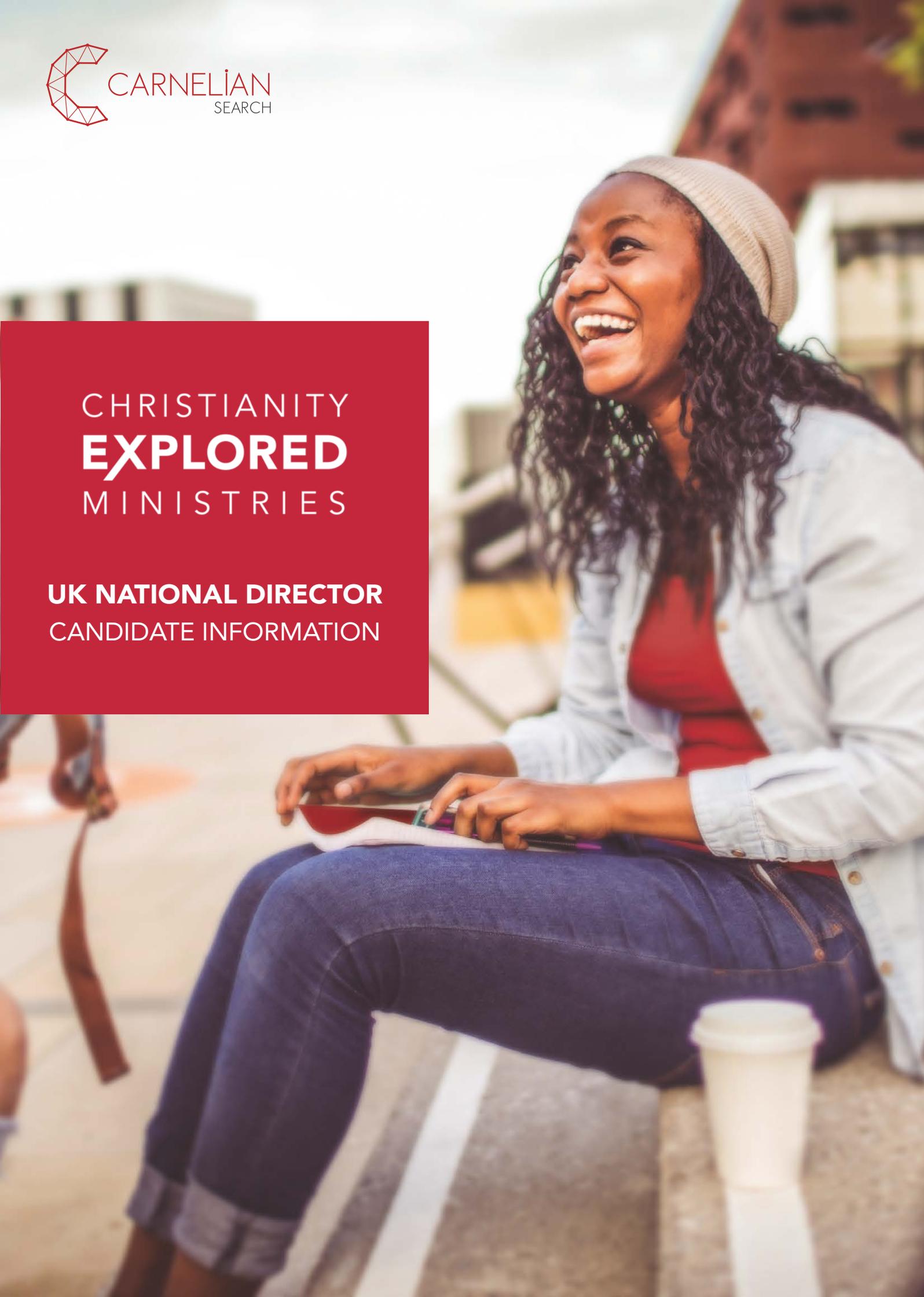


CHRISTIANITY
EXPLORED
MINISTRIES

UK NATIONAL DIRECTOR
CANDIDATE INFORMATION





INTRODUCTION

Our aim at [Christianity Explored Ministries](#) (CEM) is to help people meet Jesus in the pages of Scripture so that they love, live and tell the Good News. We produce a range of materials which introduce Jesus Christ to those unfamiliar with his message.

The **UK National Director** is a unique role at an exciting and pivotal time of growth for Christianity Explored Ministries. Over the past ten years our team has focused on developing three core evangelistic resources: [Christianity Explored](#), [Discipleship Explored](#), and [Life Explored](#). We are currently producing a new course, [Hope Explored](#), and in the near future will be developing new editions of our other resources. Due to increasing use of digital resources and international demand for our materials, current ministry opportunities exceed our capacity to serve.

We are looking for an experienced, dynamic, and visionary person to help take the ministry of CEM to the next level. As our first **UK National Director** you will lead the work in the UK helping to launch our new digital strategy and build ministry capacity in the UK. You will support product development projects, ensuring successful publication of new resources. This will include developing and implementing a sustainable fundraising strategy to produce the next generation of materials.



KEY DUTIES AND RESPONSIBILITIES

Reporting to the Chief Executive Officer, the **UK National Director** will be responsible for overseeing, managing, developing, integrating and coordinating all operational activity across the UK ministry, including:

OPERATIONAL MANAGEMENT

- Responsible for the day to day management of the organisation, providing leadership to the UK operations team of six staff. Oversee human resources, IT systems and organisational policies and procedures.
- Work with the Chief Executive to support strategy and mission, plan for short and long-term goals
- Lead on the development of the annual operational plan ensuring that we are set up to achieve goals. Monitor and report on progress, updating and changing operational plans to be in line with ministry strategy.
- Develop and embed ways of working, systems and processes to ensure the operations team (marketing, product development, communications and donor engagement) work together seamlessly to provide an integrated 'user' experience, effective delivery of products and marketing content, and an efficient service to internal team members
- Carry out any other duties commensurate with the role as required by the Chief Executive.

PRODUCT DEVELOPMENT, MARKETING AND COMMUNICATIONS

- Build alliances and partnerships with other organizations. Participate in national evangelistic initiatives, such as A Passion For Life and work with The Word One-to-One and other like-minded ministries in building a coherent strategy for biblical evangelism resources for the UK.
- Lead on the development of annual marketing and communications objectives ensuring Marketing and Communications Managers deliver an integrated plan across the full range of communication channels.
- Ensure the delivery of best practice digital marketing to support CEM strategic growth priorities
- Oversee and support product development projects, acting as liaison with publishers/partners regarding publishing agreements, contracts, production deadlines and deliverables

GOVERNANCE & FINANCE

- Assume company secretarial responsibilities, ensuring compliance with statutory and regulatory requirements is maintained, whilst enabling the implementation of the decisions of the Board of Directors
- Ensure that CEM operates in line with the relevant legislation, working with the team to manage the risks to our organisation, ensuring that the relevant legal advice is sought when necessary
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations, including compliance with essential policies such as data protection, health and safety and safeguarding
- Oversee financial operations including budgets, bookkeeping, bank reconciliation, accounts payable, accounts receivable, cash flow forecasts and monthly management accounts, review payroll and salary payments.

DEVELOPMENT & DONOR RELATIONS MANAGEMENT

- Develop and implement fundraising strategy, with the support of the Chief Executive
- Promote opportunities to build relationships with existing and prospective funders
- Ensure regular communication with our supporters and prospective funders





QUALIFICATIONS, ABILITY AND ATTRIBUTES

The post-holder will have at least five years successfully working at a senior level with strategic leadership and management responsibilities. You will be enthusiastic for reaching people with the Gospel, and in good standing with your local church. You will have business and financial acumen to ensure that current and future operations continue on a sustainable basis.

You'll be a great organiser and motivator who does not shy away from a challenge, flexible, enthusiastic and highly adaptable/responsive. You'll have great communication skills with the ability to build relationships with a range of diverse stakeholders.

You will be aware of new media trends and have a vision for embracing technology to make our resources readily accessible and easy to share with others.

You will have strong operational management discipline in order to develop and oversee the systems and processes we require for our organization to function effectively, including information technology, human resources, governance and finance.

THE PERSON APPOINTED WILL:

- be a committed Christian with a heart for the evangelistic mission of Christianity Explored Ministries
- possess a relevant degree or equivalent specialist experience with at least 5 years experience in senior management.
- bring experience of operations management, creating efficient systems and processes; financial management, creating and monitoring financial systems and setting budgets; including control over income and expenditure and performance measures
- be able to develop strategic partnerships, and pioneer new opportunities
- be engaging when presenting at high level meetings, and/or to funders communicating goals and impact
- demonstrate the ability to lead a team including line managing staff, with the ability to motivate and develop people to deliver high levels of innovative performance, and creating supportive work environments
- be able to work within a mutually supportive team approach, including ability to work well in a remote team
- possess excellent interpersonal skills, ability to create good working relationships and engage at all levels with diverse stakeholders

OTHER DETAILS:

Responsible to: CEO

Location: Based from CEM office in Central London

Hours: 37.50 per week

Salary: in excess of £50,000 based on experience of successful candidate

Benefits: Generous pension scheme (2.5% employee/7.5% employer)
Life assurance (4x annual salary)
Critical illness cover 75% of salary, 13 weeks – 24 months
65% staff discount on CEM resources

Holiday: 20 days + 8 paid public holidays

DATA PROTECTION

Personal data provided will only be used for the purposes of recruitment. Data will be stored securely in password protected IT systems. Data related to unsuccessful applicants will be deleted within 6 months of the recruitment date.

APPLICATION PROCESS

Carnelian Search have been appointed to manage the recruitment process. If this role is of interest to, please send your CV and covering letter to: jonathan@carneliansearch.com.

