**MINISTRY SUPPORT & FINANCE ASSISTANT**

**(A full-time or part-time 2 year fixed term appointment)**

**APPLICATION FORM**

**Please help us by entering your responses electronically and answering each question fully so that we have as comprehensive a picture of you as possible. Please also submit a curriculum vitae.**

Due to the Christian beliefs embodied in the FIEC Constitution, the Christian ethos of the organisation and the duties involved in this post, there is an Occupational Requirement that the job holder is a practicing Christian regularly attending an evangelical church.

**1. YOUR PERSONAL DETAILS**

Full Name:

Address:

**1.1 CONTACT INFORMATION**

E-mail:

Telephone:

Mobile:

**1.2 CITIZENSHIP**

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? (If YES please provide details)

Are you currently eligible to work in the United Kingdom?

Please indicate if you have any unspent convictions as defined by The Rehabilitation of Offenders Act 1974 and as amended by Section 139 of the Legal Aid Sentencing and Punishment of Offenders Act 2012

Do you hold a full UK driving licence?

Please indicate your availability for interviews, we anticipate interviews will be held on Thursday 21st November 2024.

**2. YOUR CHRISTIAN TESTIMONY**

2.1 As this role carries an Occupational Requirement for an active Christian, please briefly outline your journey to faith in Christ

2.2 In what areas would you say that you have experienced spiritual growth over the last three years?

**3. YOUR HOME CHURCH AND MINISTRY EXPERIENCE**

3.1 Name of the church where you are currently in membership / regularly attend and how long this has been your regular church?

3.2 Please describe ways in which you have been involved in the life of your church or other ministry?

3.3 Are you aware of any significant breach of fellowship between you and another Christian? If so, please summarise.

**4. YOUR SKILLS & EXPERIENCE**

*Please give details of your education and qualifications on your accompanying CV. This should also include details of your employment history, including reasons for leaving previous jobs.*

4.1 With reference to the job description and person specification, please outline how you meet the requirements for this role.

4.2 In what ways do your life / work demonstrate that you have excellent organisational skills?

4.3 What experience do you have using IT packages, particularly Microsoft Office programmes? How comfortable are you using Excel specifically?

4.4 What is your experience of working with budgets/ invoices, making payments and explaining monetary matters to others?

4.5 There is the possibility of some flexibility within this role in terms of hours and location, the core role requires 21hours a week but the role can be expanded with additional work up to 35 hours a week. What would you be looking for?

4.6 This role requires occasional support at FIEC conferences some of which will require overnight stays, how comfortable are you engaging with attendees at these events?

**5. FIEC**

5.1 What attracts you to working for the FIEC in this role?

5.3 Please read the FIEC Basis of Faith, the Statements on Gospel Unity & Ecumenism and Women in Ministry (these can be found on the FIEC website at [www.fiec.org.uk/about-us/beliefs](http://www.fiec.org.uk/about-us/beliefs)) and indicate your agreement by signing the following declaration.

*I ACCEPT WITHOUT RESERVATION THE FIEC BASIS OF FAITH,*

*AND AM COMFORTABLE WITH THE STATEMENTS ON GOSPEL UNITY, WOMEN IN MINISTRY AND SAME SEX MARRIAGE*

I confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately providing false information could result in my dismissal. I also agree to the processing of your personal and sensitive personal data in accordance with the Data Protection Act 2018.

Signed:

(electronic signature is fine)

Date:

**If you have a disability, please tell us about any adjustments we may need to make to assist you at interview.**

**6.0 REFERENCES**

Please give the names and email addresses of THREE people (including, if possible, a member of the leadership team in your current church and your current employer), who have known you well in recent years and can be contacted for references, two of your referees should have known you for at least two years. *No approach will be made to your employer before an offer of employment is made.*

[1] Name:

Company / Church (if relevant):

Position:

Contact address:

Email:

[2] Name:

Company / Church (if relevant):

Position:

Contact address:

Email:

[3] Name:

Company / Church (if relevant):

Position:

Contact address:

Email:

Please email your completed application to:

Hannah Hutchinson

Chief Operating Officer

hannah.hutchinson@fiec.org.uk

Closing date for applications: **23.59 hrs on 13th November 2024**

The Fellowship of Independent Evangelical Churches

 41 The Point, Market Harborough LE16 7QU. Tel. 01858 434540. Email: admin@fiec.org.uk

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