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Application Pack

*for the post of*

Ministry Support & Finance Assistant

2 Year Fixed Term

*October 2024*

41 The Point, Market Harborough LE16 7QU

**01858 43 45 40**

**Chief Operating Officer – Hannah Hutchinson – Hannah.Hutchinson@fiec.org.uk**

*FIEC is a registered charity in England and Wales no. 1168037 and registered in Scotland no. SC047080.*

# Introduction

Thank you for downloading the application pack for our Ministry Support role.

The Fellowship of Independent Evangelical Churches (FIEC) now has more than 650 churches across Great Britain. Our great vision and mission is to see Independent churches working together to reach Britain for Christ.

We are seeking admin support for our administrative functions and assisting with financial matters such as payments, expenses and some budgetary oversight.

FIEC is in an exciting time of change and expansion. We’re connecting more Independent evangelical churches than ever before to encourage them to work together for the gospel. We’re helping them to grow and be more effective in their mission. And we’re actively encouraging new churches to be planted where there is real gospel need. In addition, we have a growing Pastors’ Network (PN) which now has more than 550 members.

Under the leadership of our National Director John Stevens, we have two Associate National Directors as Head of National Ministries and Head of Local Ministries. These positions are designed to help churches to be resourced for their day-to-day ministry as well as helping to make sure FIEC works on the ground.

This role is, amongst other things, about supporting Ministry Directors as they engage with churches, answering incoming queries and supporting churches through the CIO process. If you’re keen to use your organisational skills to support the work and ministry of FIEC, we would love to hear from you.

If you require more information about FIEC please refer to our web site: fiec.org.uk – where you will also find our Doctrinal Basis and other Statements adopted by our family of churches (<https://fiec.org.uk/about-us/beliefs>)

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 in membership of an evangelical church.

This post is a part-time permanent role and the successful applicant will be based in our small friendly team in our Market Harborough Office (LE16 7QU) with some flexibility for home working.

# Application Process

Please complete the application form for the position electronically and return by e-mail or post (details on cover page), along with a separate curriculum vitae.

Completed application forms must be received by **23.59 hrs on 13th November 2024**

Interviews will be held face to face in Market Harborough on **Thursday 21st November2024.**

It is anticipated that interviews with a short role-related test. Please indicate your availability with your application.

# Purpose of the post

To provide administrative support to FIEC including finance and events support, support to Ministry Directors and, the FIEC Office. Assisting with various administrative and coordination tasks in relation to existing programmes and new projects and resources. In particular the job holder will assist with project plans and progress reports, take minutes / notes of certain meetings, answer the phone, support events taking place nationally and assist as required with tasks to serve the churches.

# Responsible to

Chief Operating Officer

# Job Relationships

Working directly with the Ministry Support Team, Chief Operating Officer, Finance Manager, Events Team and Local Directors.

Liaising with local church leaders, Edward Connors Solicitors, Other Solicitors as required, those calling the FIEC office number, emailing Helpscout.

# Occupational Requirement

FIEC has an evangelical Christian ethos. There is therefore an occupational requirement that the job holder be an evangelical Christian, and in full agreement with the FIEC doctrinal basis and comfortable with the ethos statements.

# Terms of Employment

## Salary Package

£23-29,000 fulltime (35 hours per week) equivalent depending on skill and experience, pro-rata depending on contracted hours. Salaries are reviewed annually.

New employees are automatically enrolled into the FIEC Group Pension scheme and have the option of either remaining in this scheme or opting out.  Pension contributions can be made into your own contributory pension arrangement.  In both arrangements FIEC will make employer contributions (up to 9% of salary) alongside the employee contributions.

## Location

The job is based in the Market Harborough office in Leicestershire with some flexibility for home working possible. The majority, but not all the days would be working within the FIEC office.

## Hours

This post requires a minimum of 21 hours per week with flexibility to increase these hours up to a maximum of 35 hours per week. We are currently in a position to increase these hours and responsibilities up to fulltime depending on the successful candidates availability. The position is currently for a 2 year fixed term due to an internal secondment.

## Probationary Period

The role is subject to a probationary period of three calendar months. Probationary goals will be agreed in the first couple of weeks.

## Holiday Entitlement and Ministry Leave

23 days per annum, plus bank holidays and the week between Christmas and New Year, pro rate for part time staff. Additionally, staff may take one of their working weeks for pre-agreed involvement in other Christian ministry activities.

## Travel

The post will involve occasional work away from the office to support events and conferences as determined by your line manager, some of which may be out of usual working hours and involve occasional overnight stays. Travel expenses are reimbursed and lieu time given as appropriate.

## Other

References will be taken for all appointments and all appointments will be subject to signing an appropriate safeguarding self-declaration.

## Key Duties

* 1. Providing general office support, answering incoming telephone calls, sorting and opening mail, franking and sending outgoing mail plus supporting and maintaining the FIEC jobs board. Covering support team absences as needed.
  2. Being the first point of contact for churches and pastors calling FIEC with a wide variety of queries ranging from payment and practical questions through to challenging pastoral, sensitive church or personal situations .
  3. Providing Directors with administrative support for ministry projects and tasks they are working on. This can involve communicating with churches or individuals on sensitive issues or organising / attending networking and teaching events to serve local church leaders.
  4. Provide administrative support on key events e.g. liaising with church contacts to arrange room hire and catering, making payments etc.
  5. Assisting pastors and churches wishing to join or maintain their FIEC membership, answering questions, supplying information or referring on as needed. Attending and administering meetings for pastors and churches wishing to join FIEC.
  6. Processing expenses and payments for the Finance Manager; filing bank statements and financial documents to ensure FIEC is compliant with audit regulations.
  7. Undertaking the annual renewal process for all FIEC churches; keeping a spreadsheet tracking church donations and chasing outstanding payments.
  8. Ensuring that the information on the Client Relationship Management system is compliant with GDPR regulations being up to date and relevant and inputting data around churches and pastors into the system.

**General**

* Attendance of the FIEC Ministry Leaders’ Conference, Local Ministry conferences and other events as required, which will involve some travel and occasional overnight stays.
* Joining in the regular organised acts of corporate worship and prayer for churches and staff.

# Person Specification

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * Educated to an appropriate level | * Administrative qualification |
| **SKILLS REQUIRED** | * Administrative experience * Comfortable and confident in an administrative role, working with staff at all levels of the organisation * Excellent organisational skills and attention to detail * Good time management skills * Ability to work under pressure * Ability to manage work for different stakeholders simultaneously * Excellent telephone manner and ability to use the medium of email well * Numeracy skills: Integrity with financial figures and ability to track and work within a budget * Ability to explain and answer queries on behalf of the Churches with confidence, enthusiasm, Christian love and integrity;   Excellent oral and written communication skills |  |
| **RELEVANT EXPERIENCE** | * Excellent use of Microsoft suite of office programmes especially word and excel * Working in an office environment * An understanding of how independent churches function * Understanding of expenses and making payments * Use of database systems | * Working in a ministry environment * Working for people who are in different geographic locations * Understanding budgets * Ability to use MS Teams |
| **PERSONAL QUALITIES / ATTITUDE** | * Commitment to FIEC’s Mission and core values * Flexible and adaptable approach * Ability to work well in a team with a servant-hearted, can-do attitude * Able to work proactively and independently, able to seek advice or direction as needed * Good interpersonal skills * Able to exercise tact and diplomacy in dealing with pastors and churches |  |
| **SPECIAL REQUIREMENTS** | * Member or regular attender of an evangelical church * Committed Christian, comfortable with FIEC’s Doctrinal Basis and ethos statements adopted by our family of churches * The ability to work flexibly and outside normal office hours when occasionally required for conferences e.g. annual leaders conference in November. | * Member of an FIEC church |

# FIEC Values

Our values are the biblical principles which govern the manner of all our work as the FIEC team including the volunteers who work with us. These are informed by the Apostle Paul’s relationship with those he loves and serves. Even though his situation as an Apostle is not the same as ours, his attitude nonetheless reflects his Christlike, gentle, servant heart, matched with theological integrity, courage and clarity, and should be echoed in our own work.

1. **God-honouring and self-effacing.**

We serve with the chief end of seeing God glorified in the churches which make up the FIEC and also in the wider church. We do not seek our own honour or fame, but that of our triune God.

1. **Dependent and humble.**

We realise that our work is in vain unless blessed by Christ the Master-Builder and we express our humility and dependence in prayer, committing ourselves to praying for our churches and their leaders, and for ourselves, coveting the prayers of others in our work. We fight against self-reliance and worldliness.

We long that we might be filled with the Spirit and his fruit be evident in all our dealings with others. We want to be those who are continually thanking God for the work he is doing in our churches and in the world. We want to avoid presumption, ingratitude and a failure to see God at work in others.

1. **Godly and faithful.**

We want to be those who are growing in godliness and gifting, investing in both. We challenge ungodly behaviour amongst ourselves and seek to spur one another on. We refuse to distort the word of God and renounce secret and shameful ways. We renounce worldly wisdom in favour of the wisdom of Christ. We seek to be reliable, trustworthy and fully faithful in our work by keeping the commitments we make in the course of our work. We are quick to acknowledge mistakes and seek the forgiveness of others whilst also forgiving as we have been forgiven.

1. **Respectful and gentle.**

We will respect the autonomy of the local church and each church’s individual independence by encouraging the development of qualified and godly local leaders. We will not claim or exercise authority over our churches, but seek – where appropriate – to counsel, persuade and reason, gently calling churches to be faithful to the commands of Scripture.

We seek the good of others before ourselves. We recognise and pray against the sins of boastfulness and pride.

1. **Hard-working and honest.**

We aim to be eager, diligent and conscientious, giving ourselves wholly to our work. We seek to avoid overwork, seeing this as a symptom of pride. We want always to act in ways which are clear and transparent. We flee from dishonesty and distortion.

1. **Courageous and clear.**

We are concerned for theological integrity and adherence to our doctrinal basis and ethos statements, both in ourselves and those we serve. We will take care in the way we speak about other matters over which churches legitimately disagree. We are courageous in upholding and applying the truth of the Gospel whilst also calling error to account. We always seek to communicate in straightforward ways.

1. **Loving and comforting.**

We long to be motivated by a deep affection for all God’s people and – in particular - those in our churches, striving for harmony and (where needed) reconciliation. We abhor self-promotion. We are realistic about both the joys and hardships of Christian ministry, and want to encourage others in this exacting task. We want to cultivate and demonstrate empathy and compassion towards those who are struggling. As far as it depends on us, we want to live at peace with everyone.

1. **Fair and generous.**

We seek to serve all our churches impartially, for example making no distinction based on the size, location or personal relationships that churches might have with members of the team. We will seek to communicate in ways which include the entirety of our family of churches. We long that each church should gladly serve others and look to find ways to help this happen. We resist favouritism and nepotism and openly declare interests. We want to be generous with our time and energy in the service of our churches.