

Christian Enquiry Agency

DIGITAL EVANGELIST (0.5 post)

Job Description

This is a job in cutting edge evangelism. It is the key role in the work of the Christian Enquiry Agency, taking responsibility for all the responses to the public who engage with Christianity.org.uk, developing that website and social media, overseeing new projects and being the CEA's public face in relating to other Christian agencies and churches. The Digital Evangelist is accountable to an active, supportive Board of Trustees.

The Deo Gloria Trust provide office support through staff at their offices in South Croydon. There is also desk space available in those offices which may be used by arrangement. Some working from home will be essential, and this could be extended if preferred.

Purpose

To co-ordinate the implementation of the strategy for CEA and to represent the organisation at appropriate meetings and forums

Objectives:

1. To be the main interface with our website users, enquirers and supporters
2. To develop ongoing conversations and faith formation with enquirers
3. To develop and expand the content of the websites and social media
4. To report to the CEA Board of Trustees and to relate to the CTE Group for Evangelisation
5. To draw together the teams necessary for the effective development and implementation of the agreed strategy so that CEA fulfils its purpose and objectives
6. To co-ordinate the promotion of the work of CEA to UK churches and Christian agencies
7. To be the interface between the CEA trustees and other people working and volunteering with the CEA
8. To be the link person for existing and new partnerships and networks

Key Tasks

1. To be the main interface with our website users, enquirers and supporters

- To work hours that enable initial email responses to website contacts to be made in a timely manner, usually within 24 hours.
- To maintain contact with Deo Gloria Trust office staff that offer support with postal mailings to end users.
- To ensure that appropriate and anonymous prayer requests are emailed weekly to the team who pray, via staff at Deo Gloria Trust.

2. To develop ongoing conversations and faith formation with enquirers

- To respond in a personal manner, with pastoral sensitivity, and reflecting the theological breadth of the mainstream UK churches.
- To continue email conversations appropriately until the enquirer ceases the contact.

3. To develop and expand the content of the websites and social media

- To write new content for the website in response to frequently asked questions or a major news item, or in advance of a national or Christian event; or to commission writing for the website with the agreement of the trustees.
- To oversee the development of the Christianity.org.uk website, and the ChristianEnquiryAgency.org.uk website; to work with professional support for major changes as agreed by the trustees.
- To be proactive on Social Media several times per week, engaging both with the end users and with the Christian community to promote the use of the CEA.

4. To report to the CEA Board of Trustees and to relate to the CTE Group for Evangelisation

- To attend Trustee meetings, normally four times per year in London, and prepare papers and reports on performance in line with the agreed strategy documents, as required by the Trustees.
- To regularly communicate with the Trustees keeping them up to date with developments.
- To represent the CEA at the CTE Group for Evangelisation (GfE) meetings to report to them as the advisory body, and to report back any comments about the CEA to the Trustees.
- To have a quarterly meeting with the Chairperson.

5. To draw together the teams necessary for the effective development and implementation of the agreed strategy so that CEA fulfils its purpose and objectives

- To draw on the GfE and other organisations as a resource for expertise, contacts and assistance.
- To be in daily email contact, Monday to Friday, with the Deo Gloria Trust staff, to develop the paper and internet based ministry, visiting the South Croydon office as necessary.
- To co-ordinate regular reviews of the written materials used and ensure they are fit for purpose.

Patrons:

The Most Revd and Right Hon Dr
John Sentamu, Lord Archbishop of York
The Right Hon Lord David Alton of Liverpool
The Baroness Maeve Sherlock

- To form and steer volunteer working groups to help develop projects within the strategy.
- To build up the team of people who take the website prayer requests each week and to ensure good communication with them.

6. To co-ordinate the promotion of the work of CEA to the churches and Christian agencies

- To maintain and develop the website ChristianEnquiryAgency.org.uk to promote the use of the URL Christianity.org.uk to churches and agencies.
- To develop social media to promote using the CEA to churches and agencies, including the Facebook page Christian Enquiry Agency.
- To be responsible for the development and regular production of CEA News.
- To maintain the links with those Christian Agencies and Charities that regularly add the URL Christianity.org.uk to their materials.
- To use appropriate contacts to promote the work of the CEA to those exploring the Christian faith, through formal and informal networking .
- To foster good relationships with grant-making agencies that support the work of the CEA.

7. To be the interface between the CEA trustees and other people working for the CEA

- To meet regularly with all those involved and ensure adequate communication between each of the parties.
- To make sure all parties have input into any developments as appropriate.

8. To be the link person for existing and new partnerships and networks

- To find effective ways of communicating regularly with partner organisations.
- To attend appropriate meetings to represent CEA and build a network of contacts for the development of CEA ministry.
- To represent CEA, in both formal and informal settings, in seeking creative new ways to further the purpose of CEA.
- To build links with other similar organisations to enable shared learning and resources.

9. General

- At all times be conversant with and work within the CEA procedures and practices which include
 - (a) Safeguarding Policy
 - (b) Data Protection Policy (in line with GDPR from May 2018)
 - (c) Equal Opportunity Policy
 - (d) Health & Safety Policy
- To undertake other duties, as directed by the Trustees, which are commensurate with the post.

Patrons:

The Most Revd and Right Hon Dr
John Sentamu, Lord Archbishop of York
The Right Hon Lord David Alton of Liverpool
The Baroness Maeve Sherlock

CEA Digital Evangelist - Person Specification

Essential Qualities

Candidates should be able to

1. Evidence effective oral communication skills;
2. Show knowledge of web technology;
3. Demonstrate good use of social media, both in words and visual displays;
4. Demonstrate the ability to communicate effectively in writing, including writing short articles and designing the appearance of web pages;
5. Demonstrate the ability to communicate with enquirers on their own terms in a personable and friendly manner;
6. Demonstrate practical experience of evangelism and an understanding of the journey of faith to Christ;
7. Demonstrate pastoral awareness and skills in dealing with adults and under 18 year olds;
8. Demonstrate biblical understanding and a breadth of theological awareness;
9. Demonstrate experience of networking to develop strong and effective working relationships;
10. Show evidence of working ecumenically in the UK taking account of the wide spectrum of perspectives in any such partnership to achieve a common goal;
11. Co-ordinate small task groups to ensure successful project outcomes;
12. Be proactive in taking initiative;
13. Demonstrate a strong attention to detail;
14. Show they are active in a local UK church;
15. Relate well to the mainstream UK churches.

The Trustees consider that it is a genuine occupational requirement of this post for the postholder to be active as a Christian in their church setting and willing to accede to the Churches Together in England statement of faith, since such involvement and belief would be essential fully to understand, engage with, develop and inspire the evangelistic aims and networks of CEA.

Desirable Qualities

Candidates should have theological training.

This post is subject to a satisfactory enhanced DBS check and satisfactory references.

Patrons:

The Most Revd and Right Hon Dr
John Sentamu, Lord Archbishop of York
The Right Hon Lord David Alton of Liverpool
The Baroness Maeve Sherlock

Salary and Contract

The salary is £16,000 (17.5 hours per week) and the contracted period is subject to a six months probationary period followed by annual reviews. The period of notice is three months on either side. Holiday entitlement is 12.5 working days.

Application Process

If you would like to have an informal conversation about the role, contact the chairperson, the Revd Dr Joanne Cox-Darling, on 07793627652.

Application is by CV and a covering letter of not more than 2 sides of A4 demonstrating how your skills and abilities match the criteria set out in the person specification.

The closing date for application is noon on Wednesday 11 April 2018.

Applications will be accepted by post to:

CEA Trustees (marked Private and Confidential)
c/o Deo Gloria Trust
Selsdon House
212-220 Addington Road
South Croydon
CR2 8LD

Or you can email your application to kathryn@christianity.org.uk. If you are successful in obtaining an interview you will be required to sign your email application as true record on the day.

Interviews will be held at the Evangelical Alliance offices, Copenhagen Street, London N1 0ST on Thursday 3 May 2018.

.....

This post was previously advertised in January 2018. Previous applicants are welcome to re-apply.

(Agreed by the CEA Trustees March 2018)