

ID Course Coordinator

RM Training – ID Course (operated by Revelation Church London)

Position Type: Part-time, 14 hours per week average (12 hours per week working pattern, with an additional 165 hours for attending 8 training days and a week-long mission trip)

Salary: £10,000 per annum (£25k Full Time Equivalent)

Contract Type: Permanent

About the Role

Intentional Discipleship (ID) course is a year-long discipleship course and church internship that provides an excellent foundation of gospel truth and church experience for anyone aged 18+. We are looking for someone to work as a Course Coordinator alongside the Course Director, Matt Fell. Responsibilities include liaising with placement churches, organising residential training weeks in Cambridge, communicating with students and speakers, assisting the course Director in promoting ID, assisting with social media accounts, and planning and co-leading the annual mission trips. The successful candidate's work will be vital in enabling this life-giving course to flourish and grow in the coming years, and we are confident that they will be greatly encouraged in their faith through the work. There is also scope for the role to expand, allowing the successful candidate to take on additional responsibilities and contribute even more deeply to the course's development and reach.

Key Responsibilities

- **Student Administration** – Efficiently manage all aspects of student administration: respond promptly and warmly to enquiries and applications, liaise with churches for placement coordination, follow up on references, issue invoices, and keep students and placements informed about course details throughout the year.
- **Residential Training Weeks** – Organise and support our four Cambridge residential training weeks each year, focusing on the details that help students feel welcomed and cared for. Coordinate accommodation and catering, work closely with host families, invite speakers on the ID Director's behalf, and assist with their travel needs. Be a friendly point of contact for students, and participate in select days to foster community.
- **Maintain and develop ID's administrative systems** – Support and strengthen ID's administrative framework, working closely with the ID Director and Pastoral & Operations Support to streamline processes, optimise data management, and improve internal and external communication, ensuring all aspects of the course run smoothly for our students, staff, and partners.
- **Events and Mission Trips** – Plan and coordinate events such as ID taster sessions, alumni catch-up days, and training days for emerging teachers. Researching accommodation and travel options for the annual mission trips and lead or co-lead one of the trips per year.
- **Course Promotion** – Work alongside the Course Director to raise awareness and reach new potential students. Assist in crafting and distributing promotional materials, organise taster events, and communicate with partnering churches. Actively support our presence at Newday.
- **Maintain website and social media accounts** – Keep the ID website and social media accounts fresh and engaging. Share updates, stories, and content that reflect our mission and community, inviting engagement and connecting with both current and prospective students.

Person Specification

Essential Skills and Experience

- A self-starter able to work on own initiative, to identify problems and find a solution quickly
- Good with people, particularly those in the 18-30 bracket
- Experience of project or event management
- Strong organisational skills
- Able to prioritise competing demands
- Excellent written communication skills
- Numerate and able to deal with basic financial systems

Desirable Skills

- Familiarity with youth and/or student work
- A good knowledge of social media platforms and creativity with regards to using them
- Familiar with the following software systems: ChurchSuite, Xero, Airtable, Zoom, Slack, Todoist

Working Arrangements

- **Location:** There is no geographical requirement for this role, although the candidate will need to travel to Cambridge regularly, and travel internationally on one mission trip for a week. Revelation Church's offices are located in London (N7 9DP), where hot-desking is available.
- **Hours of work:** The role is contracted at 14 hours per week average and some flexibility is required. The role holder will work 12 hours per week as a baseline working pattern, with an additional 165 hours throughout the year to make up to the 14 hour average. The 165 hours above the baseline will be used for two days (longer hours) attendance at each of the four ID training weeks and a week of work on the mission trip. Note that some evening and occasional weekend work will be required for other events as required. A Time Off in Lieu (TOIL) applies for hours worked outside of contractual hours.
- **Reports to:** ID Director (Matt Fell)

What We Offer

- **Contract:** Part-time, permanent Contract (3 month probation period)
- **Salary:** £10,000 per annum (£25k FTE)
- **Annual Leave:** 13 days paid holiday (includes a pro rata allowance for bank holidays).
- **Pension:** auto-enrolment into the Revelation Church Workplace Pension Scheme

How to Apply

Please send your CV and a covering letter to Matt Fell at mattfell@revelationchurch.org.uk.

Your covering letter should include:

- Why you're interested in this role
- How your skills and experience align with the person specification
- Contact details for two referees (one personal, one professional)

Closing date: 27th November at midnight

Interviews: Will take place in the week commencing 2nd December (online), with the role to start in the week commencing 16th December.

For an informal discussion about the role, please contact Matt Fell mattfell@revelationchurch.org.uk. Revelation Church London is committed to fostering a diverse and inclusive environment and welcomes applications from all qualified individuals.