

Female Pastoral and Operations Support (Maternity Cover) RM Training – ID Course (operated by Revelation Church London)

Position Type: Part-time, 14 hours per week average (9.2 hours per week working pattern, with 297 additional hours for four five-day training weeks and a week-long mission trip)

Salary: £12,360 per annum (£30.9k FTE)

Contract Type: Maternity Cover, Fixed Term

About the Role

Intentional Discipleship (ID) is a year-long discipleship course and church internship that provides an excellent foundation of gospel truth and church experience for anyone 18+. We are looking for someone to provide female Pastoral and Operations support alongside the Course Director and Course Coordinator. The purpose of this role is to ensure that our students get the best experience of ID and are cared for at every step of the process. Responsibilities include co-hosting ID residential weeks and online training sessions, interviewing and guiding applicants through the church allocation process, pastoral care, liaising with placement churches, promotion, and strategic course development. 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.

Key Responsibilities

- **Co-hosting ID residential weeks and online training sessions:** Co-host our four residential training weeks (currently held in Cambridge) and online sessions with the Course Director. Foster a positive, engaging environment; lead Bible studies, group discussions, and teaching sessions; and encourage active student participation in training activities.
- **Pastoral care throughout the year:** Provide consistent pastoral support to ID students throughout the year. Regularly check in with students, offering guidance, empathy and encouragement, particularly during challenging times. Address issues in a way that fosters resilience and mutual respect, liaising with both students and placement churches as needed to support each individual's growth and discipleship journey.
- **Application and Placement Coordination:** Support the application process alongside the Course Director and Course Coordinator. Interview prospective students, liaise with churches, and guide students through the church allocation process, ensuring they are placed in supportive, enriching environments.
- **Strategic course development:** Partner with the Course Director to reflect on and evaluate the ID programme each year, offering feedback and insights to enhance the learning experience, community impact, and missional effectiveness.
- **Course promotion:** Actively contribute to course promotion by attending key events, engaging with church and youth networks, and supporting a dynamic social media presence. Help communicate ID's mission, values, and benefits to attract new students and supporters.
- **Mission Trip Leadership:** Work closely with the Course Director and Course Coordinator to organise, plan, and lead one of our annual mission trips. Take responsibility for coordinating logistics, fostering group cohesion, and guiding students as they travel and serve, ensuring a formative and enjoyable experience that also blesses our partnering churches

Person Specification

Essential Skills and Experience

- Excellent with people, particularly those in the 18-30 age bracket
- Knowledge of pastoral practice and care
- Good public speaking
- Confident with group leadership
- Sound knowledge of Christian doctrine and ability to teach
- Exemplary Christian character
- A self-starter able to work on own initiative, to identify problems and find solutions quickly
- Able to prioritise competing demands
- Excellent written communication skills

Desirable skills

- Experience of managing social media accounts with a Christian or educational purpose
- Experience of involvement with or leadership of an overseas trip
- Familiar with the following software systems: ChurchSuite, Xero, Airtable, Zoom, Slack, Todoist

Occupational Requirement

This role has an Occupational Requirement to be a Christian and female, as permitted under Schedule 9, Part 1, of the Equality Act 2010. There is a genuine Occupational Requirement for the job holder to be a practising Christian with a vibrant and active Christian faith, as it involves providing intimate pastoral care to female students in training, ministry and on residential. This is essential for the credibility and performance of this role. The role complements our existing male pastoral support provision for the ID Course.

Working Arrangements

- **Location:** There is no geographical requirement for this role, although the candidate will need to travel to Cambridge regularly for meetings and training weeks (averaging once every 1-2 months). They will also be required to travel abroad on a week-long mission trip. Revelation Church's offices are located in London (N7 9DP), with hot-desking available.
- **Hours of work:** 14 hours per week average and some flexibility is required. The role holder will work 9.2 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 attendance at each of the four ID training weeks (Monday - Friday) and a whole week of on the mission trip. Note that some evening and occasional weekend work will be required for 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, fixed term Maternity Cover (approx. 1 year)
- **Salary:** £12,360 per annum (£30.9k 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.