

jobfile

25th March 2011

► indicates a new job

Business

Executive / Business

► CHIEF EXECUTIVE OFFICER

Saltmine Trust is a leading Christian creative arts and missions organisation including a busy and well respected theatre company. The new CEO will need to:

- Develop the strategic vision of the Board
- Develop support and funding for Saltmine Trust
- Oversee and direct the whole of Saltmine Trust's work
- Ensure effective implementation of agreed policies
- Direct and manage directors and staff
- Network on behalf of Saltmine Trust

Closing date: 2 May 2011. There is a Genuine Occupational Requirement (GOR) that the post holder is a Christian.

For an insight into Saltmine please see our website, www.saltminetrust.org.uk, where a job description, person spec and application form can also be downloaded. For an informal discussion about the post please call Ruth Brooker on 01384 454803 or email her at ruthb@saltmine.org.

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Finance

► HEAD OF FINANCE

Replacement sought for our current Head of Finance, who will be retiring after the Summer Conferences in August 2011. The role encompasses all aspects of the financial management of the charity and its trading subsidiary.

Key responsibilities include budgeting for all conferences, the Church Leaders' Network and all trading activities, managing the budget throughout the year, the year end close, summer conference accounting/financial management, financial analysis and all accounting required to run the organisation's finances.

Reporting to the Operations Director and managing a team of two, the role requires attendance at the Summer Conferences, liaison with external advisors (banks, auditors, insurance brokers etc) and budget presentations to the Leadership Team and Trustees. Salary in the range of £36-£38K dependent on qualification and experience. Closing date: 10 April 2011.

For a job description and to apply, please go to our website, www.new-wine.org/home/vacancies. New Wine Trust, London

FINANCE DEPUTY

We're urgently seeking a very special person to join our finance team in the role of Finance Deputy. Working closely with the Finance Director, you will help deliver sound financial management and control systems to our dynamic and fast-growing charity and its trading company. You will help to oversee a small, friendly team, working alongside them to develop their skills and maintain the highest standards of service to our staff and supporters.

This job requires an experienced accountant with strong people skills. Professional qualifications (ACA/FCA, ACCA/FCCA, CIMA or CIPFA) or equivalent experience is essential, as is a positive, 'can-do' attitude and an active Christian faith. Hours are full time and salary negotiable.

Please request an application form from Gail Adeniyi at The Message Trust on gaila@message.org.uk

releasing God's people into God's work

For further information on particular posts, please contact the organisation directly, mentioning Christian Vocations' jobfile. Where only the address is given, contact should be by letter.

To register for jobfile, and/or obtain information on further services available from Christian Vocations see contact details on the back page.

christianvocations

Administration

► ADMINISTRATIVE ASSISTANT

The SPEAK Network is looking for an administrator to work with a team of passionate young adults campaigning about issues of global justice. This role will provide administrative support for events, creation of resources, and dealing with enquiries. You must be an excellent written and oral communicator.

Familiarity with Microsoft Access is desirable. Key responsibilities:

- Co-ordinating Network events
- Co-ordinating Network communications and resources
- Database administration

This is a part-time support-raising position, ideally 3 days per week. See www.speak.org.uk for more about us.

Request an application form from: Jo Frew, SPEAK Network, The Crypt, St Peter's Church, Northchurch Terrace, London N1 4DA.

Tel: 0207 2494309; Email: speak@speak.org.uk; Web: www.speak.org.uk

► TRAINING ADMINISTRATOR

allnations is looking to recruit a part-time friendly and approachable individual with good interpersonal skills to support our popular en route and route 1 courses. The successful applicant will work mornings and some afternoons with the relevant Programme Leader undertaking a variety of tasks from admissions to liaising with speakers. In addition they will be responsible for arranging practical courses, student placements and church liaison. Closing date: 25 April 2011.

Request an application form from Helen Stubbings, All Nations Christian College, Easneye, Ware, Hertfordshire, Herts SG12 8LX.

Tel: 01920 443524; Email: h.stubbings@allnations.ac.uk;

Web: www.allnations.ac.uk

► RECRUITMENT ADMINISTRATOR (P/T)

As part of the strategic development of our recruitment processes for safeguarding events, we require a competent administrator with a high degree of professionalism and integrity to join our Recruitment team. Working within system driven procedures, the successful applicant will be responsible for processing on-line applications through a series of safer recruitment steps, including references and CRB checks. This is a nine month fixed-term contract working 24 hours per week. Closing date: 26 April 2011.

To apply, please download an application form from our website, www.memralifegroup.org/about-us/jobs. Memralife Group, Uckfield, East Sussex

► EXECUTIVE ASSISTANT

Christian Copyright Licensing International (CCLI) exists to provide copyright solutions for churches and other organisations wanting to reproduce the words of hymns and worship songs as well as show films, play or perform music, record services, and photocopy from authorised publications.

We are currently recruiting an Executive Assistant for our Managing Director, based at our offices in Eastbourne, Sussex. We need a self-starter, with excellent PA, project management and interpersonal skills, as well as some knowledge of employment law and the HR function. The post is covered by an occupational requirement for applicants to be committed Christians who can fully support CCLI's Christian Ethos.

If you would like further information, or to have a confidential discussion about the post, please contact our retained consultant, Mark Thomas of MDN Fusion, on 01256 324328, or by email at markt@mdnfusion.com.

► GOVERNANCE SERVICES MANAGER

NJC Spinal Point 47, £43,152 (Inner London).

We are seeking to recruit a Governance Services Manager to fill a full-time position within Oasis Community Learning. This post will be based at our Waterloo Hub. This person will provide services including but not limited to the following:

- oversee and support local governance in the context of the national governance role which is undertaken by the OCL Board and the Academies Executive.
- develop, organise and manage the effective handling of all data requests from external sources made under the Freedom of Information Act (FOIA) or Data Protection Act.
- provide support to Academy Council Chairs and Clerks.
- source appropriate training events for the development of Academy Council members.
- provide administrative support to Academies' requests for executive authorisation e.g. for student trips and visits

The post holder must be educated to degree level or have equivalent experience in this type of role. Excellent inter-personal and organizational skills as well as the ability to communicate (both verbal and written) at Senior level is also essential. This person must also be committed to safeguarding and promoting the welfare of children and young people and possess a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos.

Oasis Community Learning runs transformational Academies in many areas across the United Kingdom. Believing that every person, in addition to every child matters, we are working with the wider Oasis Group, transforming schools into Community hubs, through applying a holistic view of Education.

Closing date: 12 Noon on Monday 28 March 2011. Interviews will be held week commencing: 4 April 2011. We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks.

To learn more about Oasis' vision for unlocking our students' potential and working in partnership with our local community, and to obtain an application pack, please visit our website: www.oasiscommunitylearning.org. Oasis Community Learning supports Equal Opportunities Employment. Reg Charity No. 1109288

Technical / Practical

► WEB DEVELOPER

An exciting opportunity has arisen at Interserve, a forward looking Christian organisation involved in wholistic cross-cultural ministry in Asia, the Middle East and the UK. The Web Developer's role is to assist and administer the development of all technical aspects of Interserve's websites, telecommunications and electronic communication materials and to effectively manage all of our outsourced suppliers. Closing date: 8 April 2011.

For an application pack, or for further information, please contact Natalia Lorincz, Interserve, on: 01908 552700, Email: natalia@isewi.org, or visit <http://www.interserve.org.uk/jobs>

Communication

Promotions / Marketing

▶ EXCEPTIONAL SALES MANAGER

We're looking for a successful, experienced professional to head up our sales department. Kevin Mayhew is a long-established, prestigious Company with a major list of 17,000 products including books, audio, church goods, greetings cards and gifts.

The person we appoint will be able to offer these skills:

- Experience of managing, training and empowering a team.
- Both telesales and retail selling experience
- A willingness to learn about our business and product in a niche market
- An excellent command of both spoken and written English
- Exceptional customer service skills
- An ability to put procedures in place and ensure they are kept to
- A willingness to work hard for the hours required by the job

The Kevin Mayhew offices are at Buxhall, near Stowmarket, Suffolk. Closing date: 31 March 2011.

Please send your CV and a covering letter telling us why you are ideal for this job to Sue Acheson at Kevin Mayhew Publishers on sue@kevinmayhewltd.com

▶ EXCEPTIONAL SALES REP

Can you sell to Christian bookshops, gift outlets and music shops? Kevin Mayhew is a long-established, prestigious company with a major list of 17,000 products. We need someone to take over from our present Rep who is retiring after 16 successful years with us.

As we are re-allocating our territories, we would like to hear from experienced sales professionals based in either the north or south of the country. We offer a competitive salary, pension scheme and company car. Closing date: 31 March 2011.

Please email your CV and covering letter telling us why you are the person we need to Rachel Durrant, Kevin Mayhew Publishers, on rachel@kevinmayhewltd.com.

▶ COMMERCIAL DIRECTOR

Kingsway is a worldwide leader in Christian music and Christian product distribution. Due to recent rapid growth they seek a Commercial Director to develop and implement both strategic and tactical plans to serve a growing and emerging customer base in a manner consistent with the mission and vision of Kingsway. This role will direct and coordinate the activities of the logistics and support operations to ensure the achievement of short and long term goals for all business operations, human resources, financial performance and business growth.

You will bring the following skills to the position:

- Sound commercial experience including at least 5 years at an Executive level
- Management experience of wholesale distribution and customer service
- Strong experience of financial management and budgeting, logistics and information technology
- Knowledge of the Christian book or music industry would be advantageous.

Closing date: 4 April 2011.

Please download application details from www.actionplanning.co.uk/jobs

▶ PRODUCT MARKETING CO-ORDINATOR

We are seeking a first-class administrator with a recent marketing qualification and a passion for Christian resources. The successful applicant will work with the Head of Business Development in initiating and implementing a marketing strategy for a range of products released under our resources label. The role will involve routine tasks in addition to a range of creative activities, including writing press releases, and design and production of product stands. Closing date: 26 April 2011.

To apply, please download an application form from our website, www.memrallifegroup.org/about-us/jobs. Memralife Group, Uckfield, East Sussex

CENTRE DEVELOPMENT COORDINATOR

Torch Trust is a Christian Mission seeking to enable people with sight loss to discover and lead fulfilling Christian lives. Our Holiday and Retreat Centre can accommodate 21 guests and is based at the foot of the South Downs near Brighton. The Centre is actively used for holidays for blind and partially sighted people but we would like in addition to develop the use of our facilities by other Christian and charitable organisations. The role would be suitable for someone with marketing and promotional experience, good people skills and with a systematic approach to administration. The person appointed will have a personal active Christian commitment.

Request an application form from John Darby, Torch Trust for the Blind, Torch House, Torch Way, Market Harborough, Leicestershire LE16 9HL. Tel: 07747 842192; Email: personnel@torchtrust.org; Website: www.torchtrust.org

HEAD OF CREATIVE SERVICES

The main purpose of this role is to lead, develop and maintain the Creative Services portfolio which includes the charity's Design, Visual Media, Digital/Web and Print/Production functions. Reporting to the Charity Manager, some key tasks will include:

- Development and operation of all Design & Media activity
- Providing key creative input in design of marketing/branding initiatives
- Developing and managing all aspects of the charity's online presence
- eBooks, App and elearning development
- Project work with external contractors
- Annual budget responsibility.

The successful candidate should have experience of leading a team in a creative environment within the disciplines of design, media, web/new technology, publishing and print production. Closing date: 15 April 2011.

Please apply by letter with a CV to Vicki Quinn, CWR, Waverley Abbey House, Waverley Lane, Farnham, Surrey GU9 8EP. Email: vquinn@cwr.org.uk; Website: www.cwr.org.uk

REGIONAL OUTREACH ASSISTANT

Torch is a Christian Mission providing Christian resources and activities for blind and partially sighted people. An important part of our work is the UK network of Fellowship Groups providing support and companionship to people with sight loss. The Regional Outreach Assistant will be responsible for the growth of this work and the support of existing groups. You will be making contact with Churches and secular organisations, speaking to groups. You will be based from our Market Harborough office but significant travel and overnight stays will be involved. The person appointed will need to demonstrate a personal Christian commitment.

Please email your CV to John Darby, Torch Trust for the Blind, Market Harborough, Leicestershire at personnel@torchtrust.org.

CHARITY TRADING MANAGER

BibleLands, the Christian development charity working in the Middle East, is looking for a dynamic and commercial individual to manage its well-known catalogue and trading operations. Based in Amersham, this is a new and unique role, and a key member of the wider charity team. It will have overall responsibility for the strategic direction and management of all our trading activities, with annual sales of £400,000. Working in close collaboration with our outsourced fulfilment house, the work will involve strategic planning and budgeting, product sourcing and selection, responsibility for sales, marketing and customer care, and stock control. Salary: up to £30.7k. Closing date: 28 March 2011.

Please request an application form from Denise Devaney, Biblelands, 24 London Road West, Amersham, Bucks HP7 0EZ. Tel: 01494 897959; Email: denise.devaney@biblelands.org.uk; Website: www.biblelands.org.uk

Residential / Social

▶ PROGRAMME CO-ORDINATOR - SPRING HARVEST HOLIDAYS

We're looking for an enthusiastic and gifted person to lead our programme team at Spring Harvest Holidays in Western France for the 2011 season. The job involves taking charge of the lively team of couriers who deliver the daily childrens, youth and entertainments programmes, including sports and evening activities in the bar.

This is a demanding yet fulfilling job for the right person who will have plenty of energy, a fun-loving nature plus experience of childrens or youth work, leading a team and creating fun activities. The contract is from May to September and accommodation is provided on site. This post holds a Genuine Occupational Requirement for the post holder to be a committed Christian. Closing date: 31 March 2011.

Please apply by letter with a CV to Stella Ellwood, Spring Harvest Holidays, 14 Horsted Square, Uckfield, East Sussex TN22 1QG. Email: stella.ellwood@memrallifegroup.org; Website: www.springharvestholidays.com/about-us

▶ RESIDENT TEAM MEMBER

Stanton House, a Christian Retreat House near Oxford, needs a new resident team member to provide a relaxed environment for guests. He/she will combine a love for people with practical skills: management, cooking, housekeeping, gardening, maintenance, etc. Full board and lodging are provided, plus an honorarium.

Please request an application form from: Stanton House, Stanton St John, Oxford, Oxon., OX33 1HF. Email: office@stantonhouse.org.uk

RESIDENTIAL CARE WORKER

To work as part of a team providing care support to adults with learning disabilities in their home environment and assist in enabling individuals to plan, action and attain personal goals. Previous experience of learning disabilities desirable but not essential as induction and training will be provided. Can be full or part time or bank staff.

Request an application form from Mary Collins, The Lodge Trust, Main Street, Market Overton, Rutland LE15 7PL. Tel: 01572 767234; Email: admin@lodgetrust.org.uk; Web: www.lodgetrust.org.uk.

Church

Children's Ministry

▶ CHILDREN AND FAMILIES' WORKER

Children and Families' Worker needed to work with Epping and Ongar United Reformed Churches. This exciting new project is a 3 year, full time (possible job share) appointment. Responsibilities include:

- Developing new initiatives and supporting existing ministry.
- Nurturing the christian faith of children and young people.
- Supporting families within the churches and the community.
- Developing relationships with groups using our premises.

Salary: circa £20,000 depending on experience and qualifications. Closing date: 20 May 2011.

Please request an application pack from Jason Askew, Epping and Ongar United Reformed Churches, 34 Crows Road, Epping, Essex CM16 5DE. Tel: 01992 575636; Email: eocfw@aol.com

▶ CHILDREN AND FAMILY WORKER (P/T)

Milton Baptist Church, Weston-super-Mare, is looking for an enthusiastic and inspirational person to lead our children's work (0-11 years) and support families, working as part of a ministry team. Part-time role (22 hours), pro-rata £17K-£20K, depending on experience and training. Relevant qualifications are desirable, but not essential. We require a person with recent leadership experience in church based children's work. See our website, www.milton-baptist.org.uk, for further details.

Please apply by letter with a CV to Rev John S Smith, Milton Baptist Church, Baytree Road, Weston-super-Mare BS22 8HJ. Tel: 01934 641574; Email: office@milton-baptist.org.uk

Church Related

▶ ASSOCIATE MINISTER (PASTORAL CARE AND COUNSELLING)

We are looking for an experienced individual to work with a Senior Associate Minister to run pastoral care support structures at All Souls. Along with experience working in a pastoring role, as a qualified counselor they will have specific responsibility for running the counselling service at our newly constructed counselling suite. There may also be opportunity for other church ministry involvement related to the post-holders particular gifts. This is a part-time position. Closing date: 21 April 2011.

Please request an application form from Monty Erskine, All Souls Church, 2 All Souls Place, London W1B 3DA. Tel: 0207 580 6029; Email: recruitment@allsouls.org; Website: www.allsouls.org

▶ SENIOR ASSOCIATE MINISTER (PASTORAL)

We seek an experienced ordained individual to join the senior staff team. Along with preaching, teaching, evangelism, leading services, conducting weddings etc the post-holder has responsibility, along with an associate minister (counselling), for pastoral care, support and encouragement of church family and staff, especially those in leadership positions. They will have particular concern for the spiritual growth and health of the congregation and support of the administrative and more junior ministry staff.

Closing date: 21 April 2011.

Please request an application form from Monty Erskine, All Souls Church, 2 All Souls Place, London W1B 3DA. Tel: 0207 580 6029; Email: recruitment@allsouls.org; Website: www.allsouls.org

► ASSOCIATE MINISTER (WORLD MISSION)

In a new position under the immediate supervision of a Senior Associate Minister, the post-holder will be responsible for developing the engagement of the church family in world mission, facilitating the development of global partnerships and assisting in providing better practical and pastoral support of our mission partners. The post-holder will be on an initial two year contract and have wide experience of cross cultural living and ministry.

Closing date: 21 April 2011.

Please request an application form from Monty Erskine, All Souls Church, 2 All Souls Place, London W1B 3DA. Tel: 0207 580 6029; Email: recruitment@allsouls.org; Website: www.allsouls.org

► ASSOCIATE MINISTER (INTERNATIONAL STUDENTS)

The Associate Minister will oversee a ministry that seeks opportunities to reach out to, develop and grow disciples among international students, and prepare them for return to their home countries. Assisted by the international student team drawn from the church family, the minister will have experience of bible teaching, team leading, providing pastoral care and leading small group bible study. Closing date: 21 April 2011.

Please request an application form from Monty Erskine, All Souls Church, 2 All Souls Place, London W1B 3DA. Tel: 0207 580 6029; Email: recruitment@allsouls.org; Website: www.allsouls.org

CARE INTERNSHIP

Chapel In The Valley Church are working in partnership with Pramacare and Moorlands Bible College to offer FOUR paid internships in Dorset. This unique partnership will provide:

- Employment within a registered Christian charity providing domiciliary care to vulnerable adults
- A fully accredited degree course at Moorlands College
- Placement programme within Chapel In The Valley
- Accommodation adjacent to the Chapel
- A personal allowance to cover core expenses.

Christians who seek to develop their calling to serve Christ in practical ways, who want to be church routed and extend the depth of their Christian thinking and applied theology experience are encouraged to contact Jeff Russell on 01202 207300.

This represents a unique opportunity to enrich experience, obtain an accredited degree from a renowned Bible college and remain linked to the world of work and not have a huge debt post degree.

Apply by letter with a CV to Jeff Russell, Pramacare, Moran House, Sterte Avenue West, Poole, Dorset BH15 2NZ. Tel: 01202 207300; Email: jeff@pramacare.co.uk; Web: www.pramacare.co.uk

COMMUNITY ACTION MINISTER

We are looking for an Associate Minister to head up our community outreach activities including a debt advisory service. The person appointed will have a heart for reaching the unreached and disadvantaged. The post is open to suitably qualified persons (ordained or non ordained). As part of the senior ministry team you will share in teaching and pastoral responsibilities.

Applicants will have formal theological training and be able to demonstrate training or experience in community based work. Salary dependant on experience - typically £20k. St John's Newland in Hull is an Anglican evangelical church. Closing date: 2nd April 2011.

For further details and a job description see our website www.stjohnnewland.org.uk or email: Shirley@stjohnnewland.org.uk

HOSPITALITY STEWARDS

City Temple is an evangelical charismatic church, located on the west side of the City of London. The role of steward is to provide service, hospitality, and resources to clients with a heart of joy, humility and excellence. Working collaboratively with other staff members the stewards help the running of all ministries of City Temple. Stewards are key providers of Christian hospitality outreach for City Temple.

Key Tasks: setting up of rooms and i.e organising tables & chairs to meet client requirements; meeting and greeting clients; making and preparing refreshments for clients. Skills & Competencies: organises own work efficiently and effectively; self-starter, able to work with minimal supervision; demonstrates a willingness to do physically demanding work; willing to do mundane tasks as faithfully as more exciting projects.

For further information contact Peter Costello at City Temple on 0207 583 5532 or email peter.c@city-temple.com

CHURCH ASSISTANTS

Are you a recent graduate? Taking a gap year? Interested in Christian work? We have positions for committed team players commencing August 2011 for a one year term. The role is primarily for event hosting and practical care taking but includes some opportunity for ministry experience and structured study of Christian Life and teaching. Hard workers are required for this team but you can also expect a fun year of growth in service and an opportunity to make new friends. Closing date: 28 March 2011.

A full job description and application details are available on our website, www.allsouls.org/vacancies. All Souls Church, Langham Place, London. Email: recruitment@allsouls.org

Youth Ministry

► YOUTH LEADER

We are seeking to appoint an enthusiastic and inspirational Youth Leader who can lead, grow and develop the work of reaching and discipling secondary school aged young people (11 - 16yrs) in the knowledge of and relationship with Jesus Christ. Initially this will be a part time appointment but there can be flexibility for the right person. Closing date: 29 April 2011.

Please download full details and an application form from our website: www.churchinthecommunity.co.uk. Community Church, Eastbourne, East Sussex.

YOUTH SUPPORT WORKER

Job includes:

- Implementation of Retention strategy including reward and disciplinary measures.
- Taking young people through necessary induction paperwork including completing all required paperwork with young people and completing Basic Skills Tests with trainees.
- Interviewing trainees before they start a course.
- Home visits where needed for AWOL trainees.

Please request an application form from Lucy Critchlow, City Gateway, 14 Heron Quay, London E14 4JB. Tel: 0203 189 0387; Email: lucy@citygateway.org.uk

YOUTH CRISIS INTERVENTION OFFICER

We have a new opening for a Youth Crisis Intervention Officer to join our team working within the context of homelessness support. This is a missional role at the heart of what we do locally through the ministry of East Northants Community Services and has an expected start date of 1st April 2011 with three years of supported funding from our local county council. Closing date: 31 March 2011.

For an application pack and full job description, please contact Mark Lees, Rushden Full Gospel Church, 60 High Street, Rushden, Northants NN10 0QY. Email: rushdenfullgospel@tesco.net; Website: www.rushdenfullgospel.org.uk

YOUTH & CHILDREN'S OUTREACH WORKER

St Mary's, an evangelical anglican church with a heart for renewal, have an exciting opportunity to appoint a person to head our youth & children's work both in the church and in the community. We are looking for someone with ideas, energy, enthusiasm and an openness to the Spirit, to move forward existing community links, primarily with local schools, and develop new community relationships. Excellent communication skills, creativity, vision, a willingness to be part of and to lead a team are essential.

Salary c.£18,000 pa plus London Area allowance; Family accommodation available. Non-contributory pension scheme.

Closing date: 6th May 2011.

For further details, contact Dawn Butcher, St Mary's Church, Dagenham on 01708 756901.

Education

► SEX AND RELATIONSHIPS EDUCATOR

Exciting opportunity to maintain and develop a Sex and Relationships education project for teenagers in Islington schools. The project is provided by Choices Islington, a local Christian crisis pregnancy centre. Involves giving SRE presentations and seminars as part of the PSHE curriculum and managing a team of volunteers. The post is for one to two days per week and requires flexibility. Previous SRE teaching experience preferable but not essential. Training provided.

Closing date: 27 April 2011.

Request an application form from: Aileen Mkwandawire, Choices Islington, 390 Caledonian Road, Islington, London N1 1DN. Tel: 020 7700 4475; Email: info@choicesislington.org; Web: www.choicesislington.org

► CATERING MANAGER

This job involves managing and developing a catering social enterprise and community cafe, leading on the preparation of meals and training the staff. The role will require an element of training and development work with staff & apprentices but your main focus will be to build a successful catering business serving internal and external events and functions.

Please request an application form from Lucy Critchlow, City Gateway, 14 Heron Quay, London E14 4JB. Tel: 0203 189 0387; Email: lucy@citygateway.org.uk

ASSESSOR IN SPORT AND / OR CUSTOMER SERVICE

Job includes:

- Observing and assessing the practical work of the NVQ candidates.
- Observing candidates in all NVQ skill areas
- Signing off candidates assessment occasions in order that they complete NVQ frameworks in a timely and successful manner.
- Assessing the Sports Tutor's and Customer Service Tutor's ability to engage with student feedback.
- Liaising with the Internal Verifier to ensure assessments are standardized and fairly sampled.
- Participating in evaluation of IV decisions.

Please request an application form from Lucy Critchlow, City Gateway, 14 Heron Quay, London E14 4JB. Tel: 0203 189 0387; Email: lucy@citygateway.org.uk

PLACEMENT MANAGER (P/T)

Nazarene Theological College invites applicants for a part time (.8) post as Placement Manager. The applicant will be JNC qualified and be responsible for managing the placement elements for students on the BA in Theology: Youth Work and Ministry programme and providing administrative support for Practical Theology: Mission and Ministry placements. The College has 250+ students across undergraduate / postgraduate programmes. NTC's main purpose is to prepare people for various aspects of Christian ministry. Closing date: 8 April 2011.

For an application pack, contact Dr Peter Rae, Nazarene Theological College, Dene Road, Manchester M20 2GU or email prae@nazarene.ac.uk.

EFL MATERNITY COVER TEACHER

Degree and DELTA-qualified EFL teacher for maternity cover. You will be teaching groups of up to 10 adult students as well as leading some social activities and some prayers. Must be in sympathy with the School's Christian ethos. There is a possibility of a permanent position. This is a small Christian language school in the heart of Cambridge, established in 1996 and accredited by the British Council. Closing date: 30 April 2011.

Please request an application form from Elizabeth Giles, Central Language School Cambridge, The Stone Yard Centre, 41b St Andrews Street, Cambridge CB2 3AR. Tel: 01223 502004; Email: principal@central-ls.co.uk; Website: www.central-ls.co.uk

LECTURERS IN APPLIED THEOLOGY

Two lecturers needed to complement our team of teachers and tutors as we expand our training of people, passionate about Jesus Christ, to impact the church and the world. The successful candidates will be involved in a number of areas of our Applied Theology programmes from pre-degree to postgraduate levels, especially focussing on the study of Christian ministry. One of the successful candidates is likely to be involved in leading our Masters programmes and should have a background in Practical Theology. The other is likely to have responsibility for certain student placements and should have or be prepared to train for professional validation in Youth Work (JNC). Applicants should be academically qualified at least to postgraduate level. Experience in pastoral care will be considered advantageous. There is a Genuine Occupational Requirement (GOR) that the holders of these posts are practising Christians.

For an application pack please contact Moorlands College by email on team@moorlands.ac.uk; Website: www.moorlands.ac.uk

www.christianvocations.org

t: 01926 487755

e: info@christianvocations.org

c/o Global Connections, Caswell Road, Sydenham Industrial Estate, Leamington Spa, Warwickshire CV31 1QF

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