

HOLIDAY MINISTRY COORDINATOR (VF COORDINATOR)



Application Pack

Church Pastoral Aid Society
Registered charity no 1007820
A company limited by guarantee, registered in England no 2673220
Registered office: CPAS, Sovereign Court One (Unit 3), Sir William Lyons Road,

Thank you for considering the post of Holiday Ministry Coordinator at CPAS.

CPAS Ventures and Falcons (VF)

Venture and Falcon holidays enable 8-18's across the UK to explore life with Jesus whilst having fun and making new friends. Such a high point of the year for many young people, these events are run in partnership with churches, complementing their year-round ministry. This year, we're planning 67 holidays for over 3,000 young people (in addition to our newer schools residential programme). Our central staff team are office/home-based and provide support to the 2,000+ volunteers running these events on the ground.

About this role

We are seeking an energetic, efficient and customer-orientated Holiday Ministry Coordinator to join our fast-paced Ventures and Falcons team. The ideal candidate is a team player who enjoys problem-solving and loves to know their efforts help children explore life with Jesus. You will be joining us at a great time, as we look to strengthen and grow our holiday ministries.

About CPAS

CPAS is one of the key organisations shaping the future of the UK church. Its residential holidays influence the lives of thousands of young people each year. Its leadership training and patronage work are shaping the current generation of church leadership. CPAS' role in the UK is unique, long-standing and influential within the Church of England and its evangelical constituency.

Our founders' aim was clear, to take the gospel 'to every person's door, with a single eye to the glory of God' which has meant that our work has always been in partnership with local churches. Currently we focus on training, patronage, and on the residential holidays we run for young people. We value our rich heritage and partnerships across the evangelical constituency, and seek to be biblical, missional, prayerful, and Christ-like in all we do.

Looking towards 2025, our prayer and aspiration is to see:



The three main areas of our work are:

- Ventures and Falcons: for 8-18's to explore life with Jesus on our holidays and school residential.
- Leadership: resources, events and programmes to develop leaders at all levels in local churches.
- Patronage: supporting the appointment process for clergy in more than 700 churches.

Basis of Faith

The CPAS Basis of Faith is adapted from the Anglican Evangelical Assembly's Basis of Faith and can be read online at www.cpas.org.uk/basis-faith-0

ROLE PROFILE

We are looking for someone to join our team to provide support for a set of key volunteer leaders in the running of their children's and leaders' events (mostly residential) and contribute to the broader aim of helping holidays to run safely, efficiently and fruitfully.

RESPONSIBLE TO: Events and Volunteering Operations Lead (VF Lead)

KEY WORKING RELATIONSHIPS: Volunteer leaders, churches, parents, venue contacts, other Coordinators, Ventures and Falcons Lead, Ventures and Falcons Principal.

JOB PURPOSE: To provide support for our key volunteer leaders in the running of children's and leaders events.

CORE TASKS

- Build and maintain close relationships with key volunteers, especially overall leaders.
- Communicate regularly and clearly with overall leaders via email, phone and video calls.
- Respond to enquiries from parents and church leaders.
- Build and maintain relationships with venues.
- Represent CPAS' Christian vision and values, where needed, with all of the above.
- Monitor and support the safer recruitment process of volunteers.
- Advise leaders on policy and procedures.
- Review and follow up incident and safeguarding logs.
- Help overall leaders set and monitor their budgets.
- Monitor and approve volunteers' expenses.
- Support the promotional activity of each holiday.
- Keep accurate records on the central database and other systems.
- Contribute to team administrative tasks.
- Contribute to the spiritual culture of the team.
- Contribute to the content, formatting and/or proof-reading of handbooks for key volunteer roles.
- To work on an agreed specialist area (e.g. safeguarding, health and safety, commercial deals, social media etc.).
- Occasionally respond to out-of-hours calls from key leaders on holidays in progress (primarily in the summer).
- Contribute to the VF team's high standards of safeguarding culture and practice.
- Participate in the prayer life of CPAS.

DECISION MAKING

The postholder will be need to be comfortable with the following:

- Assessing operational needs and implementing appropriate processes within agreed parameters.
- Authorising expenditure by volunteers.
- Authorising central expenditure within agreed guidelines.
- Agreeing with partners dates and venues of events.



PERSON SPECIFICATION

RELEVANT EXPERIENCE

Essential:

- Experience of working in an administrative role.
- Understanding of working with volunteers.
- Appreciation of the importance of building and maintaining safer environments for children and volunteers.

Desirable:

- Understanding of church-based children's or youth ministry.
- Understanding of children's residential.

SKILLS AND KNOWLEDGE

- Able to manage own workload.
- Able to work well as part of a team.
- Strong interpersonal and communication skills, inspiring confidence and trust.
- Creative problem solver, able to analyse situations and proactively develop solutions.
- Attention to detail (proofreading skills desirable).
- Able to learn new skills quickly.
- Good standard of written and spoken English.
- Understanding and experience of using a database.
- Good standard of numeracy.
- Proficient in Microsoft Office programmes.

PASSION

The postholder will be passionate about providing high levels of customer service to volunteers, parents and church leaders. A positive 'can-do' attitude will mean the demands of the role will be seen as a challenge, not as a problem.

CHRISTIAN FAITH

CPAS is a Christian agency, working to support churches across the UK and Republic of Ireland. Due to the nature of the role there is an Occupational Requirement that the postholder is a committed Christian under Part 1 of Schedule 9 of the Equality Act 2010, an active member of a local church, and in agreement with the [CPAS Basis of Faith](#).

OTHER REQUIREMENTS

The role will require periodic evening or weekend work. Because the team's work is focused around school holidays, annual leave during the summer is carefully managed and (if requested) generally limited to one week between the middle and end of August. Holiday during other school holidays also needs to be managed to ensure adequate levels of cover.

This role is 0.6 FTE, initially for 12 months, to cover an internal secondment. There is opportunity to work flexibly across the week.

TERMS AND CONDITIONS

1. **Location:** The role will be based in the CPAS offices in Coventry.
2. **Salary:** £27,546 per annum, pro rata for a 0.6 FTE.
3. **Contract:** This is a fixed term appointment for 12 months. It is subject to an initial six month probationary period and the usual ongoing CPAS appraisal process.
4. **Pension:** CPAS provides a pension scheme with a minimum of a 4% matched contribution to the Church of England Lay Workers Scheme. It is possible to increase this to 9%.
5. **Hours of work:** This is a part-time appointment for 0.6 FTE per week. CPAS operates a flexible working policy.
6. **Holiday:** Annual leave is 25 days, plus three additional days of paid leave between Christmas and New Year when the CPAS office is closed, plus all bank holidays.
7. **Employee Assistance:** CPAS provides free access to Health Assured, the employee assistance programme.
8. **Start date:** To start as soon as possible.
9. This post will be subject to a Basic DBS check and all staff are expected to undertake safeguarding training and be able to articulate how their role supports the safeguarding culture within CPAS.

You must have evidence of your right to work in the UK.

HOW TO APPLY

Please complete the application form and ensure you demonstrate how you meet the requirements of the role profile and person specification. Please also complete and return the Declaration of Suitability form. Please note we cannot shortlist your application unless you supply the additional information.

Applications should be sent by email to recruitment@cpas.org.uk

APPLICATION CLOSING DATE

We will interview candidates as and when we receive applications that meet the shortlisting criteria.

INTERVIEWS

Interviews will be scheduled at our offices in Coventry.

If you have any questions about the role or about CPAS, don't hesitate to get in touch with Tim, our Ventures and Falcons Principal, at tfriend@cpas.org.uk