



# FALCON HOLIDAYS DEVELOPMENT OFFICER

## 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, University of Warwick Science Park, COVENTRY CV4 7EZ

# Thank you for your interest in the Falcon Holidays Development Officer post at CPAS

## ABOUT CPAS

CPAS is one of the key organisations shaping the future of the UK Church and one of the Church of England's mission agencies. Its leadership training and patronage work are shaping the current generation of church leaders. Its residential holidays influence the lives of thousands of young people each year. 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 leadership training, patronage, and 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 (VF): for 8-18's to explore life with Jesus on our holidays and through our schools ministry support.
- Leadership: resources, events and programmes to develop leaders at all levels in local churches.
- Patronage: supporting the appointment process for clergy in nearly 700 churches.

## OUR ASPIRATIONS

We long to see a Christ-centred, Bible-based, mission-focused Church where leaders are clear about their call to discipleship, growing in Christ-like character, and competent to lead in a time of rapid change; where leaders discern God's direction, enable action, build teams, develop leaders, facilitate communication, and nurture people; where leaders work in and across teams, reflecting the diversity of ministries, and model themselves on the servant character of Jesus; where leaders help transform inherited churches, pioneer new worshipping communities and deliver creative residential ministry, effectively helping children, young people and adults hear and discover the good news of Jesus Christ. This role is vital to making this vision a reality.

## ABOUT THIS ROLE

CPAS enables churches to help every person hear and discover the good news of Jesus Christ, including through Venture and Falcon holidays for 8-18s. Falcon holidays are specifically designed for young people facing challenge in their daily lives, who may not otherwise have a holiday and connect with the claims of the Bible in any other significant way. On a Falcon, they can make friends, engage in new experiences, have fun, and explore life with Jesus in a relevant and creative way. Recognising the key role that Christian residential play in faith development and the impact that deprivation can have on children and young people, we are about to conduct a full review of our Falcons model with the intention of growing this programme. This is an exciting time for this new and influential role to help shape the next chapter of our Falcons ministry.

# ROLE PROFILE

**RESPONSIBLE TO:** Principal of Ventures and Falcons

## KEY WORKING RELATIONSHIPS

- Internally: collaborating with Directors, Team Leaders, Ventures and Falcons Lead
- Externally: Falcons Overall Leaders, church leaders, national and diocesan teams, peer organisations

## JOB PURPOSE

This role will influence, shape and bring energy to a two-year project that sharpens our focus, facilitates the sustainable growth of CPAS' Falcon holidays programme and strengthens our expertise in working with young people facing significant challenge in their daily lives, including those from areas of deprivation. Through networking, casting vision, training others and developing strategy, the postholder will drive the first phase of a strategic review.

## CORE TASKS

- Drive a strategic review of Falcons, with a reliance on the Holy Spirit for discernment and insight, culminating in an agreed cohesive, clearly articulated and costed strategic plan to grow the Falcon holidays programme.
- Lead the initial phases of growing this programme.
- Proactively identify opportunities to network and cast vision, confidently representing the Christian vision and values of CPAS.
- Inspire and equip churches to play a key role in launching new Falcon holidays.
- Develop and possibly deliver relevant training for Christian volunteers to help grow the Falcons programme.
- Contribute to improving the support and health of current Falcon holidays e.g. working with the wider VF team to provide sufficient pastoral support and training for volunteers.
- Reflect biblically and prayerfully on the issue of deprivation, keeping up-to-date with theory and practice in this field.
- Influence the wider work of CPAS in areas of deprivation.
- Contribute to the VF team's high standards of safeguarding culture and practice, with a focus on the specific dynamics of those from challenging contexts.
- All of the above to be delivered in a manner that remains consistent with CPAS' Christian ethos.

## OTHER REQUIREMENTS

- Participate in the prayer life of CPAS.
- Participate in the wider life of CPAS - for example Staff Away Days, Staff Prayer Days, and occasional representation of CPAS at external conferences.
- Seasonal travel to visit Falcon holidays around the country, occasional travel for external meetings and events, and attendance at the Falcons conference.
- Leading on a Falcon holiday will be welcomed and encouraged as part of this role (in which case an Enhanced DBS check with Child Barred list will be required).

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the organisation.

# PERSON SPECIFICATION

## KNOWLEDGE AND EDUCATION

- Strong understanding of safeguarding and work with external agencies e.g. Social Care, LADO.
- Understanding of strategic development of programmes and service design.
- Good understanding of national church, local church and secular initiatives serving children and young people in areas of deprivation.
- Understanding how data informs the design of our future programme and the ability to measure impact.
- Understanding of poverty and disadvantage and how that impacts on life chances and well-being of children.

## SKILLS

- Strategic thinking skills.
- Able to work with budgets and financial plans.
- Strong interpersonal, networking and communication skills.
- Good organisational and planning skills.
- Able to collect, analyse and form recommendations from a broad range of data and perspectives.

## EXPERIENCE

- Experience of residentials for children or young people.
- Experience of working with disadvantaged and vulnerable children.
- Experience of working with church leaders and volunteers in challenging areas.
- Experience of church and charitable partnerships.

## PERSONAL QUALITIES

- Passionate about serving children and young people who face challenging circumstances in their daily lives, often in areas of deprivation.
- Passionate about children and young people exploring life with Jesus.
- Self-motivated and pro-active.
- A committed Christian, an active member of a local church and in agreement with the [CPAS Basis of Faith](#)\*



### \*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.





## TERMS AND CONDITIONS

1. **Location:** You could be based at the office in Coventry or work from home. If working from home regular attendance at the office will be required (at least once a month).
2. **Salary:** £22,914 (pro rata of £38,190 FTE) per annum.
3. **Contract:** This is a permanent appointment. 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 Church Workers Pension Scheme. It is possible to increase this to 9%.
5. **Hours of work:** This is a part-time appointment of 3 days / 22.2 hours per week (0.6 FTE). CPAS operates a flexible working policy.
6. **Holiday:** Annual leave entitlement is 20 days (pro rata equivalent of 33 days of a full-time post). This entitlement is inclusive of bank and public holidays, and in addition the offices are closed between Christmas and New Year and you are not required to work but will be paid your normal hours. The holiday year begins on 1 January each year.
7. **Employee Assistance:** CPAS provides free access to Health Assured, the employee assistance programme.
8. **Start date:** Early September\*.
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.
10. You must have evidence of your right to work in the UK.

\*If at all possible, the successful candidate will be able to visit selected Falcon holidays over the summer period — this time will then be taken back as time off in lieu during their first month in post.

## HOW TO APPLY

Please complete the application form and ensure you demonstrate how you meet the requirements of the 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](mailto:recruitment@cpas.org.uk).

### APPLICATION CLOSING DATE

The deadline for applications is **Wednesday 30 April at 9:00am**.

### INTERVIEWS

Interviews are scheduled for **Monday 12 May** at our offices in Coventry.

If you have any questions about the role or about CPAS, please don't hesitate to get in touch via [recruitment@cpas.org.uk](mailto:recruitment@cpas.org.uk)

