



## Job Description

**Job Title:** Church Relationship Manager – North of England

**Work Location:** Home based to access the Northern region with occasional trips to the Witney office for team meetings.

This is a full time role – however we are willing to consider two part time roles; one covering the North East and the other the North West of England.

### Who we are

Open Doors is a Christian charity that is looking to recruit active, practising Christians to help meet the growing needs of the persecuted church worldwide. Hostility, violence and abuse of Christians around the globe is on the increase. Open Doors works in over 50 countries to ensure that those facing such persecution are not forgotten, but can stand strong to serve their communities and give life.

### Job summary

The purpose of this role is to build on our existing relationships and develop new relationships with churches and networks across the North of England so that we can extend our influence in the region with more organisations, churches and individuals, resulting in increased awareness and standing with the persecuted church. The key roles of this position are to:

1. Lead the development and implementation of the regional strategy and volunteer team across the north of England.
2. Manage and resource a caseload of strategic churches and networks across the northern region.
3. Initiate and develop new relationships with churches and networks serving the north east and West.

### About the team

Reporting to the Head of Church Relations, you will have key relationships with:

- Director of Strategic Relations
- Church Relationship Managers across UK and Ireland
- Volunteer Development Manager
- Head of Partnerships
- Project Managers and Events Manager
- Inspire Team

## Hours

37.5 hours per week. Usually worked between office opening hours of 8.30am to 6.00pm Monday to Friday. This position involves some evening and weekends at conferences and events for which TOIL (time off in lieu) may be claimed.

## Responsibilities and requirements

### A) Strategic Relations Strategy for the North of England Region:

**Develop and lead on the delivery of strategic relations strategy for the North of England. Ensuring clear alignment with the overall strategy, priorities and goals**

- lead and implement a regional strategy to engage churches and networks across the North of England in conjunction with our Churches strategy, including regular discussions, monitoring and adjustments as appropriate, to ensure that Open Doors strategy and objectives are achieved.
- actively contribute to our strategic relations strategy including church, events and volunteer strategy, considering how the strategy for the North of England region can contribute to these to create synergy and add momentum.
- work collaboratively across the team to ensure the alignment and effectiveness of our strategies and communication across the wider organisation.

### B) Develop relationships with churches and networks across the region :

**Primary responsibility for engaging new churches and networks including liaising with our marketing communications department regarding development and effectiveness of resources for churches and events**

- create opportunities to meet new church and network leaders and introduce them to the ministry of Open Doors in an accessible and appropriate way
- follow up on leads generated from across the ministry to engage Churches and leaders with the ministry of Open Doors
- Identify key churches and relationships to nurture in order to increase OD influence and engagement at a regional level and to grow faith in the UK & Ireland Church.

### C) Manage caseload of churches:

**Manage and monitor the ongoing development of key relationships with a caseload of churches across the region** (caseload responsibility is based on number of days allocated within role and can be discussed within the context of interview)

- ensure that engaged and active churches across the region are appreciated, resourced and supported as part of our community of churches partnering with our ministry through giving, action and prayer.
- identify opportunities to accelerate relationships with existing connected churches resourcing a greater depth of partnership with the persecuted church.
- keep accurate and up to date records on CRM to monitor and measure our ongoing effectiveness in resourcing our partnering church community.
- plan at least one meeting each year with each church to invest and build the relationship.
- provide an excellent supporter experience with the opportunity to travel with Open Doors or host a guest speaker.

#### **D) Develop and deliver regional strategy with volunteers:**

##### **Lead the team of volunteers across the region to effectively deliver the regional strategy**

- work alongside the Volunteer Development Manager to ensure that all volunteers in the region are aligned to the regional strategy and overall volunteer strategy.
- work alongside the VDM to ensure that all volunteers are equipped and fully trained for the role, ensuring that all relevant checks have been obtained before they start.
- plan and be a part of delivering regional, small group and 1:1 volunteer training opportunities with the VDM.
- help recruit new volunteers and develop and support a team of 20 volunteer speakers across the region focusing specifically on areas where there are currently no volunteer speakers.
- mobilise volunteers for regional events and gatherings.

#### **E) Speak at regional events, churches, conferences and festivals:**

- This role involves a commitment to a number of Sunday and midweek speaking engagements in order to grow connection with Christians facing persecution and so that their faith and example might inspire and encourage faith across the UK & Ireland Church.
- participate in and be available for conferences, seminars, roadshows, networking events or similar.
- participate in annual trips to the field to maintain frontline knowledge, and ensure relevance for communication.
- participate in speaker training and development opportunities.

#### **F) Support the youth strategy in the establishment of youth advocates:**

- work alongside the youth team to develop opportunities for speaking to church youth groups, CUs and other Christian youth events.
- help the youth team recruit advocates across the region by providing contacts, connecting them with people, providing information, or in other ways as agreed.
- support regional advocate events and training as capacity allows

#### **G) Other :**

- To carry out other tasks, projects and assignments as reasonably requested by your line manager.

The above job description is a guide to the work the job holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

## Applying your Christian faith to this role

Because of the essential Christian context in which the role will be performed, the role is subject to an occupational requirement under the Equality Act that the post-holder be a practising Christian. Each working day will involve collective prayer and worship, together with shared reflections on the work of Jesus Christ. All members of staff at Open Doors are expected to actively participate in this shared time and members of staff take it in turns to lead the act of collective worship.

There will be many ways you will be able to apply your Christian faith and the outworking of your faith to the context of Open Doors. The list below gives some of the expectations of this role but is not exhaustive or intended to limit you:

- Contributing to and leading daily devotions (this can be for the whole team or just smaller, departmental groups)
- Participating in retreats, days of prayer and fasting etc.
- Committing to private prayer for the work associated with this role, your direct reports and closest colleagues
- Working in such a way so as to reflect biblical principles of leadership and service
- Applying biblical principles of godly stewardship to operational responsibilities
- To be open and obedient to God's voice and direction in relation to any strategic matter and to always seek His will above all else

## Limits of Authority

To operate within the ethos and aims of Open Doors, adhering to budget parameters and the Open Doors' confidentiality agreement.

## Who you are

**You will demonstrate the following essential criteria for this role:**

### Culture

- committed Christian who is completely in sympathy with the calling, mission and Core Values of Open Doors
- chemistry with Open Doors Staff

### Competency

- educated to A 'level standard or equivalent
- experience of leading individuals / volunteers / teams
- understanding of issues relating to volunteer management and empowerment
- excellent communication skills and proven experience of public-speaking
- knowledge of cross-denominational environments and cultural sensitivities
- experience of problem solving and process innovation and development
- confident in use of Word, Excel, Powerpoint and Outlook applications
- experience of pipeline management and development (strategic thinking, planning and delivery)
- strong personal workflow and time management prioritisation skills
- ability to respond to a range of complex requests and requirements from volunteers

### Character

- able to work effectively under pressure
- responsible and mature outlook
- demonstrates a high level of commitment
- a positive and professional approach both internally and externally

Enhanced disclosure information may be requested from the DBS in the event of a successful application.