# Ministry Support Manager Application

Please complete and return by email to contact@christianityinsociety.org by the closing date, accompanied by a brief CV outlining your educational and employment record.

## Contact Details

|  |  |
| --- | --- |
| **Name** (including title) |  |
| **Church affiliation** |  |
| **Postal Address** |  |
| **Email address** |  |
| **Mobile phone number** |  |

## Alignment with CCS

This post is subject to an Occupational Requirement that the post holder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010.

### 2.1 Agreement with Core Convictions

The holder of this post is required to affirm the Statement of Faith of CCS and to be supportive of its values of fearing God, honouring the authorities, honouring everyone and loving the family of believers.

Do you meet these criteria: Yes / No

### 2.2 Tell us about your Christian faith and discipleship journey [max. 100 words]

### 2.3 What excites you about the prospect of this position? [max. 100 words]

## Area 1 - Communications

### 3.1 How has experience prepared you to be able to communicate about the Centre and its services to a wide range of churches across Ireland? [max. 200 words]

##  Area 2 - Administration

### 4.1 How has experience prepared you to be able to bookings for several speakers in response to multiple requests? [max. 200 words]

### 4.2 What experience have you had of administration, including experiencing managing databases, accounts or corporate calendars? [max. 200 words]

### 4.3 Describe your experience organising events or meetings [max. 200 words]

## Area 3 - Ministry

### 5.1 What values and principles would guide you in how you would prepare prayer news updates for supporters for a Christian charity like CCS? [max.100 words]

### 5.2 Briefly describe a situation in which you led devotions for a group of people [max.100 words]

## Desirable criteria

Please indicate below the degree to which you feel you meet each of the desirable criteria for this role.

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| --- | --- | --- |
|  | **Yes / No** | **If ‘Yes’, how do you meet it?** [max. 50 words] |
| Hold or be studying towards a relevant third level qualification | Yes / No |  |
| Theological qualification | Yes / No |  |
| Familiarity with GDPR legislation | Yes / No |  |
| Have knowledge of or qualification in website content management | Yes / No |  |
| Skilled in website coding | Yes / No |  |
| Proven experience of managing Social Media accounts | Yes / No |  |
| Ability to communicate messages about Christianity in writing with clarity and gentleness | Yes / No |  |
| Proven experience of involvement in developing or delivering a communications strategy | Yes / No |  |
| Experience of managing website design, content and user experience | Yes / No |  |
| Able to provide evidence of audio and visual recording and editing | Yes / No |  |
| Experience preparing accounts and/or managing budgets | Yes / No |  |
| Proven experience of leading and managing volunteers | Yes / No |  |
| Outstanding written and verbal communication skills with the ability to create content for a variety of audiences | Yes / No |  |
| Ability in graphic design | Yes / No |  |
| Ability in basic account management | Yes / No |  |
| Proven ability to communicate Christian truth effectively in writing and/or speech | Yes / No |  |
| A commitment to and interest in working with people of all ages | Yes / No |  |
| Knowledge and experience of apologetics, ethics or other aspects of Christian cultural engagement with culture | Yes / No |  |

## Referees

CCS requires two references, of which at least one must be from a leader in the recognised Christian fellowship with which you are in good standing and at least one must be able to vouch for your abilities in the areas of service you have indicated above.

Please ask their permission before sharing their contact details with us.

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| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Nature of relationship** |  |  |
| **Church / organisation** |  |  |
| **Position** |  |  |
| **Email address** |  |  |
| **Phone number** |  |  |