



Institute for Faith and Culture Programme Coordinator

Job Profile

1. Basic Details	
Job Title: IFC Programme Coordinator	Date: October 2023
Department: Institute for Faith and Culture (IFC)	Location: CARE Head Office, London (flexible or home working options available upon agreement)
<p>Working Hours: The core position is for 3 days per week. Working hours and days will be agreed with the IFC Director.</p> <p><i>There may be an opportunity to extend the role to full time with an additional 2 days in the CARE Public Policy team.</i></p>	
2. Reporting Structure	
<p>Line Manger: IFC Director</p> <p>Line management Responsibilities: no line reports but may be required to manage consultants, researchers and colleagues in CARE contributing to an IFC project.</p>	
3. Job	
<p>Purpose of Job:</p> <p>To assist the IFC Director to develop and run the Leadership Programme within the IFC, a part of CARE.</p>	
<p>Core accountabilities</p> <ul style="list-style-type: none"> • A well organised and run programme of teaching and support for Leadership Programme members, including their induction programme, Friday education Programme, study weekends, and any other educational events or trips. • Running the Leadership Programme recruitment campaign and selection day under the direction of the Director and with other CARE colleagues, • Responsibility for developing the alumni programme, including an alumni network, through regular communications and events. These will seek to connect past Leadership Programme members into CARE's wider work. • <i>There may be an opportunity for the post holder to be employed by CARE's Public Policy Team 2 days per week – in this case they will be accountable for delivering on objectives and targets set by the Director of Advocacy for that time.</i> 	

Key responsibilities

The post holder will be responsible, under the leadership of the IFC Director, for driving forward an ambitious agenda of growing the Leadership Programme and developing and maintaining the alumni network as part of CARE's wider mission to develop a generation of biblically thoughtful, faithful and inspiring Christians who influence and lead UK public life.

Achieving this objective will include, but not be limited to, embracing the following responsibilities:

1. The day-to-day practicalities of running a high-profile high-quality Leadership Programme, this will include:
 - Undertaking administrative work and support needed to ensure the good organisation and delivery of the Programme, including supporting and organising the Programme members.
 - Partnering the Director in developing the curriculum and education programme.
 - Liaising with and ensuring the good management of speakers and contributors to the education programme.
 - Helping the Director in organising Friday teaching sessions, the induction programme, study weekends, and any other educational events.
2. Co-ordinating the annual recruitment campaign for new Leadership Programme members and partners. This will include:
 - Working with the communications team regarding marketing and promotional material.
 - Dealing with enquiries and correspondence from those looking into the Programme.
 - Organising and coordinating the selection day event(s).
3. Work with the Director to develop and implement practical strategies for growing and developing the Programme, to improve its status, quality and reach.
4. Developing and maintaining a vibrant alumni network. This will include:
 - A programme of events for alumni.
 - Establishing new communication channels for regular contact with alumni.
 - Developing ways to keep alumni engaged with and supporting CARE.
5. Assist - and where appropriate partner - the Director in developing wider IFC projects that help (younger) Christians engage with key public policy debates and politics.
6. Play a part in supporting and contributing to the wider CARE team in office events, including but not limited to leading staff prayer meetings.
7. Being an ambassador for, and part of, the wider CARE team through speaking at supporter events, leading internal prayer meetings, etc.

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Person Specification

Requirements for the job	
Character	<p>We expect each member of the CARE team to embody Jesus' Golden Rule described in Matthew 22:37-38: "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbour as yourself."</p> <p>As part of our personal discipleship members of the CARE team will be accountable for how the Fruit of the Holy Spirit in Galatians 5:22-23 impacts relationships, conduct, speech, behaviour, motivation and goal setting.</p> <p>Practically this will mean you will:</p> <ul style="list-style-type: none"> • Place prayer and the spiritual wellbeing of yourself, colleagues and others as a first priority. • Be willing to take responsibility for your own actions, those of your team, and not abdicate responsibility for appropriate decision making. • Step in to help others where you see a need being unmet. • See your role and work in the context of mission and God's calling on your life. • Act with civility and integrity in all matters internal and external, and avoid party political or denominational bias in carrying out work in and for CARE. • Be flexible and agile in working patterns and be willing to go the extra mile when necessary. • Show grace and forgiveness when wronged, and say sorry and ask for forgiveness when a mistake has been made. • Be an active listener and take advice in order to make wise decisions. • Be inclusive in respecting the value of each person whether they share the same beliefs, views or positions or not.
Experience	<ul style="list-style-type: none"> • Working in an office environment as part of a team but with confidence to work autonomously, and delivering to deadlines (essential). • Applying the bible's teaching to contemporary public policy issues (desirable). • Understanding of Parliamentary processes, including in the devolved administrations, and experience in policy making (desirable). • Leading prayer meetings and bible studies (essential). • Liaising with and maintaining good communications with a variety of individuals, including Parliamentarians, and groups (desirable). • Set and stick to workplans (essential). • Demonstrating leadership in different settings and working across boundaries eg. seeing problems and working autonomously to solve them

	including working with others to find solutions (desirable).
Skills and knowledge	<ul style="list-style-type: none"> • Good Honours degree or equivalent (essential). • Good administration and IT skills (essential). • Understanding of how to use different communication channels for marketing and promoting a programme and for recruitment (desirable). • Understanding of the UK political context and some of the key public policy issues relevant to CARE (desirable). • Agreement with the theological underpinning of CARE's position on key causes and campaigns (essential).
Attributes	<ul style="list-style-type: none"> • The ability to plan, organise, prioritise and co-ordinate workload for oneself and others (essential). • The ability to work well in a small team (essential). • Work well and consistently under pressure and with emotional intelligence (essential). • Good writing skills and ability to write in the style appropriate to the recipient (e.g. knowing when and how to draft formal letters, informal correspondence/ emails, etc) (essential). • Good people skills and the ability to deal with others with integrity and diplomacy (essential). • A thorough approach which lends itself to methodical and accurate work produced in a timely manner to meet deadlines (essential).

CARE reserves the right to amend this job description at its discretion. Changes will be discussed in person and notification made in writing within 28 days of amendment.

CARE is a company limited by guarantee registered in England and Wales at
53 Romney Street, London, SW1P 3RF.

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