

September 2020

Dear applicant,

Thank you for your interest in what is an exciting new position at the heart of our staff team, I trust this pack will provide everything you need to know to help you decide if this is the right position for you.

In the pack you'll find sections on:

- Our Vision and Strategy
- The purpose of appointment
- People responsibility
- Area of responsibility, additional information
- Terms and Conditions
- Application/Interview details
- Personal specification
- Beliefs & Values

We are a thriving church family including hundreds of local people from over 40 different nationalities, reaching thousands through partnership with agencies and overseas ministries. We welcomed 29,000 people through the doors of The Wellspring Church Centre last year, and we are excited about all the opportunities to make a difference the future presents us with.

If you are interested in joining our team and playing a key role in shaping a ministry that brings transformation and hope to many people, read on. Applying for a job is a process of discernment. If you are excited by the possibility of working on the staff team of Wellspring Church as General Manager, then please enter into this process with us.

If you would like an informal discussion about any aspects of the role or the details in this pack, please do not hesitate to contact my colleague, Nikki Williams. Email nikki.williams@wellspring-church.org or call her **07544 532185**.

We look forward to receiving your application.

Yours faithfully,



Tim Roberts (Rev)
Senior Minister

VISION

Our Vision is to see communities transformed with the love of God.

OUR STRATEGY

We have three main strands of our strategy – three steps to bring about our Vision. They apply to us on a personal and corporate level.

GATHER: It is God's purpose to gather diverse people – from all ages and backgrounds, nations and parts of the globe, to meet with our Lord and Saviour Jesus Christ in unity and to experience his presence and learn from Him, together.

GROW: God is in the business of growing us to become mature and fruitful people, whatever our background. We're encouraged to become more like Jesus in how we speak, what we do, how we live. To help us grow we meet in small groups called Community Groups, and other contexts, for food and fellowship, encouraging one another in our growth.

GO: God is a barrier-breaking, border-crossing God and as we follow him, and obey Jesus' Great Commission, we are sent to 'Go'. In Wellspring Church this involves us in our daily personal ministry at home/work, in our team efforts to serve and reach local people, and also through active partnership with those serving in other nations to plant churches and transform communities.

PURPOSE OF APPOINTMENT

Applications are invited for a **Communications Leader** to lead and manage Wellspring-wide communications in a way that enables and encourages people to grow spiritually and move forward in their discipleship, maintaining high attention to detail and a commitment to both substance and presentation. To take bold and clear initiative to produce words, images and video content, and delegate to others the same, maintaining quality in pursuit of the Vision of Wellspring Church and in line with our Values.

You will be an active practicing Christian, enthusiastic, efficient, self-motivated, well organised, reliable, flexible, and enjoy working in a team environment. You will be a good communicator, professional in appearance and manner, able to work independently, manage a small team, and function as part of the wider staff team.

The willingness to work towards the Vision of Wellspring Church based on our Values and the ability to keep complete confidentiality is fundamental, as well as the understanding that as a Church with a broad vision we continue to grow and expand which brings ongoing change.

In light of all this, any individual who accepts this position must be willing to be flexible, open to challenge and willing to move and grow with that Vision.

All positions are subject to satisfactory job references, a clear DBS Check and once appointed a probationary period of 6 months for management roles.

PEOPLE RESPONSIBILITY

- To serve on the Senior Leadership Team – Ministry Leaders, at the heart of decision making
- To be directly responsible to the General Manager and work with Ministry Leaders and other staff in their respective ministry areas
- To encourage and serve members of the wider Church family as required
- Be responsible for managing and overseeing the Media Producer role

AREAS OF RESPONSIBILITY

- GATHER
 - Serve as part of the service planning in Central Watford
 - Facilitate integration and connection with visitors/new members
 - Increase knowledge of iKnow database and develop its usefulness as a tool for supporting community life and relational connectivity
 - Be available on Sundays, to manage and/or run online conversations/discipleship.
 - Facilitate pastoral connections with visitors and existing members of Wellspring
 - Oversee website and Wellspring wide social media interactions.
 - Manage volunteers to ensure the website is up to date and accurate to ensure easy access to information for anyone visiting the website
- GROW
 - Serving with the Location Leader, coordinate Grow Groups in the Central Watford location, working with leaders at all levels to encourage strong communication and cohesion across all groups.
 - Support Senior Minister and others involved in leadership training
 - Work with Pastoral Care Team as necessary to signpost individuals
- GO
 - Work with the wider team to facilitate key events as required
- OTHER PROJECT WORK
 - Work with the Senior Minister or other leaders to facilitate special projects, including work to administrate Christians Across Watford

ADDITIONAL INFORMATION

An enhanced disclosure will be sought through the Disclosure and Barring System as part of our pre-employment checks. Please note that additional information referring to the Disclosure Barring System is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

The jobholder is required to contribute to and support the Vision and Values of the Church, preferably as an Active Member. All staff are required to participate in training and other learning activities, as well as in performance and development reviews as required by the Staff Handbook and additional policies and practices.

The duties and responsibilities listed above describe the post as it is at present. On the basis of ongoing review and consultation, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

TERMS AND CONDITIONS

Job Title:	Communications Leader
Contract duration:	Permanent (subject to 6 month probationary period)
Start:	October 2020
Place of work:	The Wellspring Church Centre, 1 Wellspring Way, Watford WD17 2AH
Hours of work:	Full Time: 37 hours per week
Salary:	£18,500 - £21,000
Annual Leave:	25 days per annum plus statutory holidays.
Pension:	Following probation you will be auto enrolled to the company pension scheme. You may opt-out according to the auto-enrolment legislation. Contributions currently made of 3% employee (Incl. tax rebate) and 6% employer.

APPLICATION/INTERVIEW DETAILS

Enquiries should be made/ applications sent (using the form provided) to:

Nikki Williams (General Manager): nikki.williams@wellspring-church.org
The Wellspring Church Centre
1, Wellspring Way,
Watford, Herts WD17 2AH
You can call Nikki on **07544 532185**

Closing Date of Applications: **Friday 25th September 2020**

Interviews: w/c 28th September 2020

PERSON SPECIFICATION

Post Requirements	Criteria	Essential	Desirable
Experience relevant to post	Experience in producing words, images and video content to a high level	x	
	Experience of communication on all levels from face to face, written & visual being aware of what is conveyed to all who interact with the communication.	x	
	Experience in producing and editing videos		x
	Experience in working as part of a team to realise a common goal.	x	
	Experience of organising and facilitating meetings and conferences to ensure all delegates gain the most out of them.		x
Skills/Abilities/ Knowledge	Good numeracy and literacy skills	x	
	Ability to manage individuals/ teams of volunteers	x	
	Ability to use standard office software (Microsoft Office)	x	
	Ability to use the internet	x	
	Evidence of accredited learning relevant to the post		x
	Willingness to learn new skills.		x
Personal Qualities	Ability to work without close supervision	x	
	Ability to communicate effectively at all levels; good rapport with people of all ages and backgrounds	x	
	To maintain a high level of confidentiality at all times	x	
	Responsible attitude to security of documentation and equipment	x	
	Awareness of the need for pastoral sensitivity and encouragement when dealing with others, that they might realise their potential in Christ	x	
Commitment to Vision, Values and Beliefs of Wellspring church	*Active Christian faith, Ability and desire to understand and work on the basis of our Values and Beliefs	x	
	Willingness/ability to support and promote the Vision	x	
	Confident in the face of change and supportive of improving systems and procedures for maximum efficiency and effectiveness in a changing and maturing Church	x	
	Willing involvement in weekly Staff meetings, attendance of conferences/training relative to work role and for own spiritual growth.	x	

The information on this form will be the basis on which the applicants will be assessed for short listing purposes. Applicants must ENSURE that they have accounted for each criterion (if applicable) in the application and show they meet the criteria through using examples or evidence.

The skills and attributes listed above will be assessed through the Application Form and throughout the interview.

* As this is a leadership post within an actively Christian setting, applications should be from committed Christians. Schedule 9, Part 1:3(a) of the Equality Act 2010 applies

BELIEFS

The following is the Assemblies of God UK Statement of Faith (with which Wellspring Church is in fellowship). These truths should be worked out and expressed in mutual love, practical Christian service and compassionate concern:



- The Bible is the world's best-selling book of all time. We believe it is the Word of God. It is total truth and provides us with principles for every area of life.
- We believe in One True God. We believe He is alive and wants to have a personal relationship with us. He co-exists in three Persons - Father, Son and Holy Spirit.
- We believe that Jesus is the Son of God. He was born of a virgin and lived a sinless life. While He lived on earth He performed supernatural miracles. He died to take away the sins of the world. He was crucified on a cross, buried in a tomb, was resurrected from the dead and He ascended into heaven. We believe He will return to earth a second time in the future.
- We believe man has sinned against God. Adam and Eve were the first humans and were created pure but wilfully broke God's laws. As a result all of us have sinned and need forgiveness.
- We believe there is salvation only through faith in Jesus Christ. He died on the cross that our sins may be forgiven. He was buried and after three days He was raised from the dead. Sin and death could not defeat Him.
- We believe you must be born again to go to heaven. When you put your trust in Jesus and believe in what He did for you, the Holy Spirit changes you on the inside.
- We believe in water baptism, not by sprinkling water on your head but by being fully immersed in water. In this way we follow Jesus' example.
- We believe in the Holy Spirit baptism. The evidence of the Holy Spirit baptism is the supernatural ability to speak in tongues - a language we have not learned or have known.
- We believe the Holy Spirit gives us special gifts. He empowers us and gives us the ability to do what Jesus did here on earth.
- We believe we should live holy lives. Through obedience to the principles and teachings in the Bible we can live lives that please God.
- We believe in supernatural healing. We pray for the sick because we believe God still works miracles today.
- We believe that everyone who has become a Christian should remember Him by regularly participating in communion.
- We believe in eternal life and judgement. Those who have committed their lives to following Jesus will spend eternity with Him in heaven. However those who have not will be punished for their sins.

VALUES



Humility – before God and with others

“Since God chose you to be the holy people he loves, you must clothe yourselves with tender-hearted mercy, kindness, humility, gentleness, and patience.” – Colossians 3:12

Honesty – what we say and how we live

“What joy for those whose record the Lord has cleared of guilt, whose lives are lived in complete honesty!” – Psalm 32:2

Expectancy – faith for the future, ready for change

“Love never gives up, never loses faith, is always hopeful, and endures through every circumstance.” – 1 Corinthians 13:7

Generosity – towards God and towards others

“Teach those who are rich in this world not to be proud and not to trust in their money, which is so unreliable. Their trust should be in God, who richly gives us all we need for our enjoyment. Tell them to use their money to do good. They should be rich in good works and generous to those in need, always being ready to share with others. By doing this they will be storing up their treasure as a good foundation for the future so that they may experience true life.” – 1 Timothy 6:17-19

Unity – one God, one vision, shared values

“Is there any encouragement from belonging to Christ? Any comfort from his love? Any fellowship together in the Spirit? Are your hearts tender and compassionate? Then make me truly happy by agreeing wholeheartedly with each other, loving one another, and working together with one mind and purpose.” – Philippians 2:1-2

Diversity – all ages, celebrating difference

“Don’t think you are better than you really are. Be honest in your evaluation of yourselves, measuring yourselves by the faith God has given us. Just as our bodies have many parts and each part has a special function, so it is with Christ’s body. We are many parts of one body, and we all belong to each other.” – Romans 12:3b-5

Tenacity – lifelong dedication

“Patient endurance is what you need now, so that you will continue to do God’s will. Then you will receive all that he has promised.” – Hebrews 10:36

Liberty – fun and freedom

“We were filled with laughter, and we sang for joy. And the other nations said, “What amazing things the Lord has done for them.”” – Psalm 126:2

Creativity – rejoicing in fresh expression

“O Lord, how manifold are your works! In wisdom have you made them all; the earth is full of your creatures.” – Psalm 104:24

Quality – giving our best to bring God glory

“Work willingly at whatever you do, as though you were working for the Lord rather than for people.” – Colossians 3:23