



Proclamation Trust

Candidate Information Pack

Assistant to Director of Women's Ministry

'Lifelong Bible training partnership'

www.proctrust.org.uk

Our vision:

The fundamental conviction underlying the work of the Proclamation Trust is that when the Bible is taught faithfully His voice is heard clearly. Expository Bible teaching is vital to the life and growth of the church, so is at the front and centre of all we do.

We aim to train Bible teachers, whether full-time, part-time or those doing it in their spare time, so that they can teach it faithfully to others. We encourage one another to be faithful to the text and believe in a radical Bible-centricity.

We also offer a lifelong learning partnership and seek to provide a fellowship of like-minded evangelicals across the denominations for encouragement in an exacting work.



You can find out more about our vision and work on our website: www.proctrust.org.uk

The role:

The Director of Women's Ministry is one of the operational directors of the Proclamation Trust. Her primary purpose is to train women for expository Bible teaching ministry, while promoting and modelling complementarian ministry. Her time is divided between the Cornhill Training Course and a variety of Conferences, both here in the UK and overseas.

The **Assistant to the Director of Women's Ministry** will assist in this work, contributing in a real and meaningful way to our vision of training and equipping women to teach the Bible in the UK and beyond. We recognise that men and women have equally valid but different roles in the family and the church, and are keen to promote the ministry of women in appropriate ways. The Assistant to the Director of Women's ministry will play a significant part in this vision.

Core responsibilities



Cornhill:

- Being responsible for one or possibly two cohorts of female students (F1, F2, Core).
- Leading teaching practice classes (in person and/or online).
- Assisting with the leading of various teaching modules in F1, F2 and Core.
- Being available to meet up informally with students.
- Depending on her working days, helping to tutor the women in Core.
- Advising students about jobs/the next step.
- Assist other members of the Cornhill staff at various training events (eg: Cornhill Summer School, Athens Bible School) as required.

PT Conferences:

- Assisting with the planning and hosting of the Women in Ministry Conference.
- Networking with delegates at the conference.
- Running a workshop group/seminar as needed.
- Assisting with the planning and hosting of the online teaching morning.

Other Conferences:

- Being available to speak at events and conferences organised by other organisations (eg: regional ministry training courses, Gospel Partnerships, 9:38, Simeon Trust etc).

General:

- To participate in the daily staff prayer meeting and regular whole staff meetings.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with her line manager.
- Comply with all Trust policies and procedures, including the Code of Conduct and those relating to safeguarding, equal opportunities, health and safety, confidentiality and data protection, reporting concerns to an appropriate person.
- Contribute to the overall ethos, work and aims of the Proclamation Trust.

The successful candidate will have:

- A mature faith in Christ, seeking to grow in wisdom and godliness.
- A love for God and His people in the local church.
- 5-10 years' ministry experience in the local church including teaching the Bible to small groups and training/resourcing small group leaders.
- A commitment to teaching and modelling complementarian ministry.
- The ability to speak confidently in up-front and group situations.
- Good time management and the ability to prioritise between different activities.
- The ability to work alone and maintain effective working relationships with colleagues.
- Completed a ministry training course (eg Cornhill or equivalent).

Not sure that you tick all the boxes?

While this job description is an outline of the ideal candidate, we would not necessarily expect one person to have all the skills and experience required. If you fulfil many of the criteria, with a willingness to learn through working alongside others, we would like to hear from you.

Application Process



Other information

Due to the nature of the role, it is a genuine occupational requirement that the post holder is a committed evangelical Christian who fully supports the objectives of the Proclamation Trust.

The Proclamation Trust is committed to safeguarding adults at risk, and children from abuse and neglect. We expect all staff who work with us to share this commitment.

The Proclamation Trust is a charity registered in England and therefore applicants must have the right to work in the UK.

Terms and conditions

- The Assistant Director of Women's Ministry will be line-managed by, and report to, the Director of Women's Ministry.
- This is a part time role for 2-3 days per week. There is some flexibility in how these hours are worked across the week.
- The salary will be in the region of approximately £40,000 pro rata. This will be reviewed on an annual basis.
- Employer pension contributions of 5% of salary with the option for employee contributions.
- Death in service benefit of four times salary.
- 25 days holiday per annum pro-rata plus bank holidays & Christmas shutdown.
- The role is based at our offices in Elephant & Castle in London.

To apply

Please send us a completed staff application form ensuring that you explain how your skills and experience are relevant, and why you are the ideal candidate for this post.

Email: enquiries@proctrust.org.uk

Closing date for applications: noon on Monday 27th November.

If you have any questions or would like to visit us, please contact Kate Peters via the email address above or telephone 020 7407 0569