



Job Description

Job title	Church Engagement Manager, London and the South East
Reporting to	Church Engagement Lead
Staff responsibility	None
Location	Home based in London or the South East (with regular travel within England and Wales)

What we do

Around the world, we're translating, producing and distributing the Bible, helping people learn to read it and relate it to their everyday life, and equipping pastors, teachers and other Bible communicators to promote its message. In England and Wales, we're resourcing churches and individual believers to increase their confidence in the Bible and working to change the perception of the Bible in wider culture. We believe the Bible is God's gift to the world, and we want everyone to discover its message for them.

Summary of role

You will work closely with church leaders and networks to communicate our vision, promote our resources and inspire financial and volunteer support. Your efforts will help build a strong foundation for Bible confidence and create a supportive community dedicated to spreading the transformative message of the Bible. This role will also collaborate with volunteers and participate in key events to enhance Bible Society's presence and impact.

Build relationships and develop new partnerships with key churches, leaders, communities and networks in London and the South East in order to increase Bible engagement and confidence as well as growing support for Bible Society's mission.

Main responsibilities

Relationship Development

- Develop strong and effective relationships with key churches, leaders and networks in the London and South East areas of England
- Foster collaboration and engagement across various denominations and church networks
- Communicate our vision for missional partnership effectively both in one-to-one meetings and with groups and churches, to all denominations and networks
- Develop a listening and learning environment with churches in order to be an effective mission partner
- Support a team of volunteer speakers who will preach and present our work to congregations and other church groups across the region
- Inspire and grow prayer and volunteer support for Bible Society's mission

- Inspire church giving towards the mission of Bible Society

Resources and events

- Present our mission and resources to diverse church audiences, ensuring clarity and resonance
- In association with other Bible Society teams, identify and promote relevant resources to churches and leaders to support the Church in building Bible confidence
- Working with the Festivals Lead, identify and support work at Festivals and Leaders' Events, both local and national, to facilitate Bible Society presence and engagement

General

- This role requires flexible working hours (including some evenings and a number of Sundays) with some nights away from home for key conferences with strategic partners
- Provide accurate and timely reports showing the performance of the managed activities and budgets
- Adhere to our policies and standards in all areas of your work
- Carry out ad hoc duties that may be required to ensure we maintain our effectiveness
- Participate fully in the corporate life of Bible Society, by attending All Staff Meetings and departmental meetings as required

Who we need

Qualifications

- A formal qualification in Theology, Religious Studies or Biblical Studies or equivalent experience

Knowledge

- An established network of contacts and relationships in churches and church networks
- Knowledge of the way charities work

Experience

- Proven ability to communicate effectively through a variety of channels, especially face to face and including public speaking
- Comfortable engaging in a variety of church-related situations, from addressing large congregations to participating in small groups and one-to-one conversations
- Proven ability to build, develop and maintain effective relationships with senior church and network leaders
- Proven ability to prioritise when working under pressure

- Some experience of managing volunteers including the ability to motivate, inspire, set direction, prioritise, delegate, encourage and give feedback

Skills

- Excellent Microsoft Office skills (Outlook, Word, Excel, PowerPoint)
- Some experience of using a CRM system is desirable (e.g. Salesforce)
- Holds a valid driving licence, has access to a car and able to drive to churches/events in the region, and attend national festivals and conferences (desirable)
- Able to join a group of church leaders overseas to see our work if the opportunity arises

Personal attributes

- Passion for our work and a clear vision for work with churches
- Credible when working with Christians from all traditions and at all levels
- A team player who is resilient, flexible and dependable
- Capability to work remotely with minimal supervision
- Enthusiasm for networking and engaging others
- Proactive, focused and goal orientated with the ability to overcome obstacles to achieve results
- Demonstrates Bible Society's organisational values

Culture and character

Culture

We're committed to building on our unique culture, which is based on our Christian faith and seeks to bring out the best in our people.

We want to build a culture that demonstrates our values:

Prayerful – we're honest, attentive and humble, because we work in the sight of God

Imaginative – we're experimental, creative and dynamic, because we're made in the Creator's image

Bold – we're willing to work hard and face hard questions, because we trust each other

Skilful – we study, learn and practise, making the effort to serve others with our best

Joyful – we enjoy our work and seek to build others up, because we're designed to flourish together

Character

As well as recruiting for talent, experience and expertise, we're interested in the character of our staff. We'd like to know how you demonstrate the following:

Character for leadership – you'll be self-aware and know what it takes to connect well with others, enabling you to inspire, challenge and support them.

Character for teamwork – you'll have strong interpersonal skills, loyalty to and respect for colleagues, and a collaborative style of solving problems through a shared sense of common mission and purpose.

Character for followership – you’ll be committed to our vision and mission, and will constructively and proactively support these so we operate effectively.

Date produced: May 2016

Updated: August 2024

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