



Job Title: Ireland Church Relations Developer

Hours: c. 24 hours or 3 days pw

Job summary

The purpose of this role is to strengthen the influence of Open Doors in Ireland through providing effective co-ordination of church engagement and volunteer team involvement so that we are able to grow our supporter base and grow our support for Christians facing the most extreme persecution around the world.

Key Roles

- Relationship management of a caseload of churches involving undertaking regular speaking opportunities.
- Volunteer management and communication to ensure wider volunteer team is resourced, active and valued.
- Supporting the Ireland Team Leader by leading on developing a strong relationship with a particular strategic church network or denomination.

About the team

Reporting to the Strategic Relations Directorate, you will have key relationships with:

- Ireland Church Relations Manager (Team Leader)
- Ireland Team Administrator
- Ireland Volunteer Team
- Volunteer Development Manager
- Strategic Relations Team

Hours

Part time c. 24 hours per week. Mostly worked between 9.00am to 5.00pm Tuesday to Thursday. The role is based at the Belfast office. This position requires flexibility around evenings and weekends to ensure availability to speak in churches and to serve the team's involvement in conferences and events for which TOIL (time off in lieu) will be given.

Responsibilities and requirements

A) Church Caseload Management

- Actively develop relationships with a caseload of 20 churches to increase Open Doors influence and grow support.
- Pursue and deliver two speaking engagements each month to churches or church groups.

- Support the development and resourcing of partnership with key events/ministries, assisting with the Open Doors stand and resources, speaking opportunities and networking.
- Maintain accurate records of Church engagement on internal database.

B) Volunteer Management

- Ensure effective communication (telephone, email, post, face-to-face) with our volunteers across all channels.
- Ensure consistency in alignment and application of core volunteer strategy.
- Recruit new volunteers, ensuring the correct procedures are followed in consultation with the Volunteer Development Manager.
- Arrange and facilitate regular volunteer meetings and training.

C) Other

- Work with the Ireland Team Leader to develop a strategic approach for connecting Open Doors purposes with that of a significant Ireland based church network or denomination. This will include managing our presence at events and providing resources and speakers.
- Build strong, warm and supportive working relationships with the staff team and anyone who seeks the services of the Open Doors Ireland Team.
- Support the Ireland Team's involvement in key Open Doors events and partnerships with other national events.
- Undertake other departmental tasks as requested by the line manager.

Applying your Christian faith to this role

There will be many ways you will be able to apply your Christian faith and the outworking of your faith to the context of Open Doors. The list below gives some of the expectations of this role but is not exhaustive or intended to limit you:

- contributing to and leading daily devotions (this can be for the whole team or just smaller, departmental groups)
- participating in retreats, days of prayer and fasting etc.
- committing to private prayer for the work associated with this role, for the volunteers, and closest colleagues
- working in such a way so as to reflect biblical principles of leadership and service
- applying biblical principles of godly stewardship to operational responsibilities
- open and obedient to God's voice and direction in relation to any strategic matter and to always seek His will above all else
- openness to the prompting of the Holy Spirit in making decisions or communications

Because of the essential Christian context in which the role will be performed, the role is subject to an occupational requirement under the Equality Act that the post-holder be a practising Christian. Each working day will involve collective prayer and worship, together with shared reflections on the work of Jesus Christ. All members of staff at Open Doors are expected to actively participate in this shared time and members of staff take it in turns to lead the act of collective worship.

Limits of Authority

To operate within the ethos and aims of Open Doors, adhering to budget parameters and the Open Doors' confidentiality agreement.

Key Attributes

The following represent key attributes we are looking for in the successful candidate:

Culture

- committed Christian who is completely in sympathy with the calling and mission of Open Doors
- able to lead by example, servant hearted, empowering & respecting others
- committed to get the job done for the direct benefit of the suffering church
- able to step in and step up when needed

Character

- teachable, humble, approachable and able to maintain confidentiality
- flexible and adaptable to get the job done
- self-starter with proactive outlook and positive approach to dealing with obstacles
- confident and mature approach to taking responsibility with and for others

Competency

- broad knowledge of the church in Ireland
- proven ability in public speaking
- ability to problem solve and be innovative
- confident in use of Microsoft Word, Excel, Powerpoint and Outlook & databases
- ability to achieve results through working as a team and leading others
- strong personal workflow and time management and prioritisation skills
- ability to be creative and be willing to try new approaches
- excellent verbal and written communication skills
- ability to quickly build strong working relationships, including in person, remotely, and via email, and to deal with a wide cross section of people

It is desirable for candidates to have the following:

- connection to/experience of a large church network or denomination within Ireland.

Enhanced disclosure information may be requested from the DBS in the event of a successful application.