



Open Doors

Job Description

Job Title: Church Relationship Manager – London

Work Location: Home based to access the London region with 24 days pa at the Witney office

Who We Are

Open Doors is a Christian charity looking to recruit active, practicing Christians to help meet the growing needs of the persecuted church worldwide. Hostility, violence, and abuse of Christians around the globe is on the increase. Open Doors works in over 60 countries to ensure that those facing such persecution are not forgotten but can stand strong to serve their communities and give life.

Job Summary

The purpose of this role is to work with the Church Relationships Lead to build on our existing relationships and develop new relationships with churches and networks across London so that we can extend our influence in the region with more organisations, churches, and individuals, resulting in increased awareness and standing with the persecuted church, and the whole church being strengthened in faith as followers of Jesus.

Key Roles

1. Support the Church Relationship Lead in the development & delivery of Open Doors London Church relationship strategy
2. Manage and support relationships with a caseload of churches and networks across London
3. Resource Open Doors activity, investments, and influence with the local church in London

About the team

Reporting to the Church Relationship Lead - London, you will have key relationships with:

- Head of Church Relations
- Director of Strategic Relations
- Church Relationship Managers across UK and Ireland
- Volunteer Development Manager
- Head of Partnerships
- Project Managers and Events Manager
- Inspire Team

Hours

22.5 hours / 3 days per week to be agreed within the hours of 8.00am to 6.00pm Monday to Friday. This position involves evening and weekends at conferences and events for which TOIL (time off in lieu) may be claimed.

Responsibilities and Requirements

A) Strategy:

- Collaborate with the Strategic Relations team and the Church Relationship Lead - London in the development and delivery of Open Doors Church Relationship strategy for London.
- Contribute to the ongoing shaping and sharpening of SR strategies in how we grow the breadth, depth and diversity of our supporter base.
- Contribute and collaborate with team in the formation of the wider SR strategy development for church, events, and volunteer engagement. Considering how the strategy for London can contribute to these to create synergy and add momentum.
- Communicate effectively across the wider organisation to ensure alignment and integration in both the development and delivery of core strategy across all audiences.
- Ensure clear alignment with the overall strategy, priorities and goals and use reporting and monitoring tools in order to measure and evaluate impact and effectiveness

B) Relationships:

- Identify, develop, and manage a caseload of relationships with Churches and leaders to resource their partnership with Open Doors and with our mission to support and strengthen Christians facing extreme persecution.
- Intentionally and proactively prioritise relationships with leaders and churches in order to accelerate partnership that is meaningful and mutual, engaging with other Open Doors stakeholders to generate connections and follow up interest.
- Create opportunities, and follow up on leads generated by inspire and other teams to meet new church and network leaders and introduce them to the ministry of Open Doors in an accessible and appropriate way
- Steward relationships with Churches through good communication, impact reports and appropriate appreciation so that trust is established with churches that have given, prayed, acted on behalf of the persecuted church.
- Collaborate with Open Doors Volunteer Development Manager in recruiting, training, equipping, and resourcing volunteers, supporting, and coordinating their activity to ensure activity is aligned with key campaigns and desired outcomes.

C) Resource:

- Resource Churches engagement through the provision and promotion of Open Doors publicity and through commissioning tailored reports to give appropriate data and details to support partnership
- Liaise with the events team in the planning and implementation of regional events that support the London strategy and engage supporters. Participate in and be available for conferences, seminars, roadshows, networking events or similar.

- Communicate the stories of the persecuted church with various audiences to raise awareness and engagement with the persecuted church and to inspire, influence and bless the church through the testimonies and faith of persecuted Christians.
- Provide an excellent supporter experience for key leaders and influencers within the context of Open Doors wider resources including hosting guest speakers.
- Liaise with our marketing communications department regarding development and effectiveness of resources for churches and events.

D) Other:

- Participate in trips to the field: to directly support and strengthen persecuted believers, deepen the engagement of partners and churches, inspire volunteers' development and anchor motivation and relevance in sharing the stories of persecuted believers
- Participate in ongoing development opportunities including speaker training.
- Proactivity in carrying out other tasks, projects and assignments as reasonably requested by line manager.

The above job description is a guide to the work the job holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

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:

Calling

- committed Christian who is completely in sympathy with the calling and mission of Open Doors

Character

- teachable, humble, approachable and able to maintain confidentiality
- able to work under pressure, flexible and adaptable to get the job done
- self-starter with positive and proactive outlook and approach to dealing with obstacles
- confident and mature approach to taking responsibility with and for others
- excellent interpersonal skills and ability to deal with a wide cross section of people

Culture

- Leadership – leading by example, servant hearted, empowering & respecting others
- Impact – committed to get the job done for the direct benefit of the suffering church
- Focus – able to stay on task and achieve outcomes within agreed time frames
- Team – relational fit, able to work with and for others, to step in and step up when needed
- Presentation – maintain OD standard of clean, tidy, modest and professional appearance

Competency

- experienced in leadership within the local church
- knowledge of cross-denominational environments and cultural sensitivities
- excellent communication skills and proven experience of public-speaking
- experience of leading individuals / volunteers / teams
- understanding of issues relating to volunteer management and empowerment
- experience of problem solving and process innovation and development
- experienced in project management and development (strategic thinking, planning and delivery)
- strong personal workflow and time management prioritisation skills
- ability to respond to a range of complex requests and requirements from volunteers
- confident in use of Word, Excel, Powerpoint and Outlook applications

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