

Head of Campus

Job Description

January 2022

Job Title: Head of Campus

Purpose: Oversee the facilitation of the VCUKI Leadership College within their campus area

Reporting to: Director of Training

Terms: Part time position on fixed term contract. This job description should be viewed in conjunction with a contract of employment (for terms of employment).

Salary: £30,147 pro rata (£12,058 per annum 0.4 FTE)

Location: Based at Belfast City Vineyard

Overall Responsibilities

This role will work in collaboration with the National Director of Training to oversee the facilitation of the VCUKI Leadership College within their campus area.

Facilitation of the Leadership College

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- Support Curriculum development for the ministry electives.
 - Attend national meetings to collaborate on curriculum development.
 - Support Ministry Leaders and Campus Contributors with the implementation of the curriculum.
 - Be available to give advice /or have discussion around suitable activities for students.
 - Liaise with contributors on campus morning sessions.
 - Facilitate meetings and prayer ministry sessions within the College.
 - Regularly meet with the Director of Training and other Heads of Campus.
 - Liaise with a range of different stakeholders across a campus' geographical area – this will include paid church staff, volunteers and members from other professional agencies.
 - Work with the Leadership College Team to create a thriving learning environment for emerging leaders within the movement.
 - Interview potential students.
 - Overview of student's participation and experiences.
 - Provide support to students and local church facilitators.
 - Attend Vineyard Leaders Gathering and other National events when required.

Leadership College organisation and administration

- Regular communication with a national team and Senior Pastors within the movement.
 - Email and calendar management.
 - Travel management.
 - Various administrative tasks and projects.
- Capture student feedback throughout the year.
- Communicate with students attached to the campus.
- Host Leadership College days within the campus.
- Travel within the UK for meetings or events.

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- Participate in Leadership College retreats.
 - Pray for students and staff within the cohort.

Occupational Requirement

As this role will require the successful applicant to promote the Christian values of the Vineyard church movement and provide individuals with Christian pastoral support, it is an Occupational Requirement that the successful candidate is a practicing Christian, who regularly attends Sunday church services and can agree with the VCUKI Statement of Faith and Ethos Statement.

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PERSON SPECIFICATION

ITEM	ESSENTIAL	DESIRABLE	HOW IDENTIFIED (Delete/add as appropriate)
QUALIFICATIONS	Educated to Degree level or equivalent, with GCSE English Grade C or above (or equivalent)	Theology Qualification	Application
SKILLS/ABILITIES	Driving Licence	Full UK Driving Licence	Application
	Excellent verbal and written communication skills	Polite telephone manner	Application Interview
	Ability to communicate with senior church leaders and various professionals	Servant hearted, respectful and professional	Application Interview
	Highly organised, administratively minded and able to work to deadlines with attention to detail.	Past experience	References
	Able to manage self and be self-motivated, to achieve excellent results.		Interview References
	Operates with a high level of responsibility and integrity		Interview References
	Reflective in their approach to people, tasks and projects		Application Interview
	Experience of facilitating meetings		Application Interview
WORK EXPERIENCE	Experience of management, preferably with a working knowledge of church and pastoral leadership		Application
	Experience of multiplying their leadership	Past experience	Application Interview
	Experience of facilitating prayer ministry session		Application Interview
	Experience of working in a team.		Application Interview
	Background in education		Application
KNOWLEDGE	The vision, values and ethos of the UK Vineyard Churches and to be able to work within that framework.	Completed/has knowledge of the HUB leadership development program	Interview
	A working knowledge of education	Understanding of a range of teaching theories and practices	Interview References
SPECIAL FACTORS RELEVANT TO THE POST (Occupational Requirements)	Ability to work on own initiative as well as part of team. To be able to anticipate challenges in the workplace and be ready to meet them.	Work under pressure	Interview References
	Passion to see others step into their call and gifting		Application
	To agree with the Vineyard 'Ethos Statement of Faith' and work with those parameters.		Application Interview
	To have a lifestyle that reflects the Christian beliefs and practises of the Vineyard Church.		References
	Emotional resilience in working with challenging behaviours and appropriate attitudes to use of authority and maintaining discipline.		References Interview