



Appointment of

ADMINISTRATION, HEALTH & SAFETY AND HR MANAGER

(FULL TIME)



“Our mission is to proclaim the transforming presence of Jesus Christ through biblical teaching and practical training, equipping men and women for service in His Church worldwide.”

BACKGROUND TO CAPERNWRAY

Capernwray is an international interdenominational, Christian Bible School and Holiday Centre located in a beautiful setting near Carnforth in Lancashire.

Capernwray opened in the spring of 1947 under the leadership of Major and Mrs Ian Thomas. It was here that the Capernwray Missionary Fellowship of Torchbearers was established, drawing UK and European youth to the North of England. The Bible School was started to disciple young believers, enabling them to deepen their faith and understanding of the Word of God.

Since then Capernwray has grown significantly while still seeking to fulfil this vital ministry of teaching and evangelism through the Bible School and Holiday programmes. Capernwray was the founding centre of Torchbearers International which now encompasses 24 similar centres worldwide and with whom Capernwray enjoys a strong association. The international perspective of Capernwray is evidenced by the large numbers of overseas staff, guests and students. Capernwray accommodates up to 160 students or 200 guests. There

are approximately 40 full and part time staff, 20 year long volunteers on our Serving and Leadership Training (SaLT) programme and a substantial number of short term voluntary staff serving seasonally throughout the year.

Capernwray has gained an international reputation as a centre for full time study and holidays aimed at enabling people to experience the life-changing work of Jesus Christ. The Bible School courses (Level 3, NCFE-accredited) provide practical biblical instruction, equipping men and women to serve the Lord's purposes wherever they may be. The School is accredited by the BAC as a short course provider (6 and 3 month courses which can be taken individually or sequentially) and receives glowing inspection reports.

The Holidays provide priceless opportunities to meet new friends while learning and discussing the truth of who Jesus Christ is and how He is relevant to all ages in the present day. Refreshment and relaxation in a scenic environment enhances the teaching of the Word.



PERSON SPECIFICATION AND KEY RESPONSIBILITIES

Job Title:	Administration, Health & Safety and HR Manager
Accountable to:	Managing Director
Salary:	£30,000-32,000 (with potential provision of on-site accommodation)
Purpose:	To provide effective management and coordination of Capernwray's central administration, Health & Safety (H&S), core Human Resources (HR) processes and Information Technology/Audio-Visual (IT/AV) provision. To ensure these areas operate efficiently, consistently and in a way which supports the safe, effective and Christ-centred operation of the ministry. As a guide, time is expected to be divided approximately as follows: Administration 30%, H&S 20%, HR 15%, IT/AV oversight 10%, community and holiday responsibilities 10%, and team management 15%.

Your key responsibilities will include:

Administration

To oversee and continuously improve Capernwray's central administration systems and processes, ensuring they provide efficient, helpful service across the ministry.

- Manage the annual and ministry-wide calendar;
- Managing Reception and transport;
- Managing Holidays administration;
- Administration associated with Night School, music/worship, Taster Weeks and other guests;
- Student and guest health administration;
- Supporting the planning and administration of internal and external events; and
- Other central administrative processes as agreed with the Managing Director.

H&S

To manage and coordinate H&S across Capernwray in a professional, pragmatic and proportionate way, including:

- Maintaining appropriate H&S policies, procedures and records;
- Coordinating risk assessments and ensuring they are reviewed appropriately;
- Supporting managers to understand and fulfil their H&S responsibilities;
- Coordinating appropriate H&S training, ensuring ministry targets are consistently met or exceeded;
- Monitoring compliance and following up actions;
- Supporting the investigation and recording of accidents, incidents and, where appropriate, near misses; and
- Helping to embed good H&S practice and culture throughout the organisation, and leading the quarterly H&S team meeting.

Core HR Administration and Support

To ensure Capernwray has effective and well-administered core HR processes, supporting managers with:

- Recruitment, including safer recruitment checks (DBS, references etc.) and onboarding;
- Contracts and employee documentation;
- Absence and leave administration;
- Appraisal processes;
- Staff development and training records;
- Routine performance management processes;
- Remuneration and other employment administration;
- Maintenance of accurate and appropriate HR records; and
- Manage Capernwray's relationship with our HR system provider, BrightHR, and seeking their expert advice and support on HR matters when needed, to ensure the ministry makes effective use of the systems, processes and expertise provided.

Policies, Compliance and Risk

- To support the Managing Director in maintaining an appropriate organisational policy and compliance framework, ensuring policies within the role-holder's areas of responsibility are accessible, appropriately reviewed and reflected in working practice.
- To maintain the ministry's risk register, identifying significant compliance or operational risks and bringing these promptly to the attention of the Managing Director.

Data Protection

- Working with Capernwray's Data Protection Lead to ensure that personal data held within the role-holder's areas of responsibility, including HR records, student and guest health information, and central administration records, is handled lawfully, securely, and proportionately in line with UK GDPR and the Data Protection Act 2018;
- Working with the IT/AV team to maintain appropriate access controls, secure storage and safe handling of personal data across Capernwray's systems, reporting any actual or suspected breaches to the Data Protection lead without delay.

IT/AV

- To line manage the small IT/AV team, with day-to-day technical decisions resting with the IT Lead, to ensure that our IT provision is robust, secure, and efficiently delivered to the community, and kept up to date, preparing budget proposals for the Managing Director;
- To provide AV support in a way that delivers a professional, proactive, and continuously improving level of service to students, guests, visitors, and staff.

Safeguarding

- To work with the Designated Safeguarding Lead to ensure safeguarding requirements are reflected in recruitment, onboarding, staff records, site security and on-call arrangements, and to raise any concerns in line with the Safeguarding Policy.

Team Management

- To effectively manage those staff directly allocated to the Administration and H&S functions (Reception, IT/AV and Holidays Administration), supporting them in prioritising and delivering their work, developing good working practices and identifying opportunities for continuous improvement.

Professional Development

- To identify and source opportunities and resources for continuing personal and professional development regarding H&S / HR, in consultation with the Managing Director.

Key Responsibilities common for all Capernwray staff:

- To participate fully and warmly in Capernwray's community life, including attendance at staff meetings, prayer meetings and social events, and to assist in other elements of the ministry's functioning as required;
- To contribute directly to the Capernwray Holiday Programme, in consultation with the Holiday and Volunteer Programmes Director;
- To participate in a Bible School 'family group', offering friendship, direction, pastoral nurture and encouragement to the students within it;
- To willingly and regularly affirm the ministry's [Statement of Faith](#), [the Torchbearers' Principles & Practices](#), our [Values](#) and [Mission Statement](#).

If the role-holder lives on site

To be regularly available year-round to holiday guests, Bible School students and the voluntary team, and other visitors and guests (both inside and outside normal working hours) in order to:

- Provide a warm welcome with relevant practical and safety information;
- Be available to provide support, company and activities as agreed to be appropriate;
- Provide an on-call response in the event of an emergency (e.g. health, fire) as per an agreed rota;
- Ensure the security of the buildings and site by being vigilant, attending to lock-up duties and reporting incidents or concerns appropriately;
- Engage in specific 'at home' activities, such as family groups and voluntary team socials, using the property to provide a higher-quality experience.

ABOUT YOU

You will be expected to have the essential skills, knowledge and experience listed below.

Essential Skills:

- **Christian faith and community life.** A practising Christian, positively aligned with Capernwray's Statement of Faith, mission and values, and comfortable taking a full part in the life of a residential Christian ministry.
- **Administration and organisation.** Strong organisational ability, with experience managing multiple processes, deadlines, and records accurately. Conscientious in following work through to completion, and able to spot practical ways to simplify and improve systems.
- **H&S.** Practical experience in H&S management, including risk assessments, policies, procedures, and incident management, as well as in supporting others in fulfilling their responsibilities.
- **HR administration.** Good working experience with core HR processes, including recruitment, onboarding, absence management, appraisals, performance management, and employment documentation. Knows when specialist advice is needed and is confident working with an external provider such as BrightHR.
- **Leadership.** Experience of managing and developing staff: setting priorities, following up delivery, and encouraging strong performance. Able to lead a technical team, such as IT/AV, and set service expectations, even when team members have greater technical expertise.
- **Data protection.** Practical experience handling confidential personal data, with a working understanding of UK GDPR, including secure storage, retention, and the extra care required for health information.
- **Judgement.** Applies policies sensibly and proportionately, identifies significant risks, and judges what can be shared, with whom, and when a matter needs to be escalated to the Managing Director or to specialist advice.
- **Communication and resilience.** A clear, calm, and approachable communicator at all levels, who handles sensitive matters with discretion and manages competing demands and pressure sustainably. Able to influence managers on compliance without direct authority.
- **A Full UK Driving Licence** with no more than 3 points and demonstrable right to work in the UK.
- **An enhanced DBS check** with no reported issues.

ABOUT YOU

Desirable Skills: (If you do not have these do not be deterred from submitting an application, as full training will be provided where necessary.)

- A recognised H&S qualification, such as IOSH or NEBOSH.
- An HR qualification, such as CIPD.
- Practical IT/AV experience, enough to troubleshoot everyday systems and liaise with specialist providers.
- Formal data protection training or experience handling subject access requests, data breaches, or retention reviews.
- Working knowledge of UK H&S law, including the H&S at Work Act and the Management Regulations. Principles of UK GDPR. The basics of UK employment practice.
- Experience of residential Christian ministry, or a previous connection with Capernwray or Torchbearers.

WHAT WE OFFER AND HOW TO APPLY

This role carries an occupational requirement for the applicant to be an active Christian and to subscribe to the ministry's [Statement of Faith](#). Under current UK employment legislation you will need to show you have a right to work in the UK.

Safer recruitment	Capernwray is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults. References, a Voluntary Self-Disclosure and an Enhanced DBS check will be required for this role.
Salary	£30,000 - 32,000
Annual Leave	30 days (including public and bank holidays) increased to 32 days after five years' service. The Capernwray holiday year runs from April to March. Usually three days annual leave is required to be taken when the Hall closes for five days at Christmas.
Hours of Work	Full time 37.5 hours, over five days in a seven-day working week, with a paid 20 minute break. Some weekend working and availability outside of normal working hours will be required although working patterns are designed to permit substantial involvement in a local church. You will be expected to fulfil the majority of your hours on-site.
Pension Scheme	Auto-enrolment pension scheme. Our current contribution rates are 4% for the employee and 7.8% from the employer.
Additional Benefits	Meals and refreshments are provided while you are working. Staff also benefit from a discount in the Beehive cafe and bookshop, free use of the swimming pool, sauna and other sports facilities, and a discount for staff family members at Capernwray Bible school, Night School and on Capernwray holidays and guest accommodation. There is a generous sabbatical policy for every staff member who complete seven years continuous service.

Please complete your application on our website: capernwray.org/application-for-employment

If you wish to speak to someone informally about this position before applying, please contact Brian Wickens, Managing Director, +44(0) 1524 738006, brian.wickens@capernwray.org.

Closing date: 20 October 2026

Starting date: As soon as possible

STATEMENT OF FAITH

1. The Bible is, in its entirety, the revelation of God for mankind, inspired by the Holy Spirit.
2. God is the triune God: Father, Son and Holy Spirit.
3. The Lord Jesus Christ is God's Son being one with the Father. All things are created by Him and for Him.
4. Through the action of the Holy Spirit, and born of the Virgin Mary, He became man.
5. He was without sin and of His free will, and by His sacrificial death upon the Cross, He brought about salvation for this fallen world.
6. He is the only mediator between God and man, and by accepting His salvation through faith, man is justified from his sins and receives forgiveness and eternal life.
7. Jesus Christ is risen bodily from the dead.
8. Jesus Christ will return to deliver just judgement and to bring all things to completion.
9. The Holy Spirit is God in unity with the Father and the Son.
10. Through the outpouring of the Holy Spirit, Jesus Christ comes to dwell within those who accept Him through faith.
11. Through the presence of the Holy Spirit, a person becomes a new creature, and is being transformed into the likeness of Jesus Christ.
12. Jesus Christ adds those who believe in Him to his Body. This is His church on earth, of which He is the Head.

