



**Wycliffe  
Bible  
Translators**

# ***Church Relations Manager (Ireland)***

**Would suit:** A highly relational Christian leader who loves the Church and the word of God, is passionate about world mission, and can inspire others to support Bible translation through prayer, giving and action. A strategic thinker who displays initiative and has the ability to turn vision into meaningful partnerships and measurable impact.

**Salary:** £32,000–£40,000 + benefits

**Location:** Home based or the option of a desk at our office in Belfast. We work when and where we do our best work

**Hours:** Full-time (37.5 hours per week). Permanent. Let us know if you need more flexibility than this

**Reporting to:** Martin Dickson, Director for Churches

**Responsible for:** Administration Volunteer, Volunteer Speakers

**Closing date:** Saturday 20 June at 9am

**Interview date:** Interviews will be held in Belfast on Thursday 2 July

**How to apply:** See [below](#)

## **Benefits:**

- 33 days' annual leave, including bank holidays (pro-rata)
- Up to 5 days' extra leave to serve on the Board of an external organisation
- Employer pension contributions up to 7.5%
- Fully employer-funded life assurance
- 24/7 employee assistance programme for emotional and practical support
- Tax-free home-working allowance

- Family-friendly employer
- Monthly in-person team days in Oxfordshire or the Chilterns (expenses covered)
- Hot-desking facility at Oxford and Belfast offices
- Fully paid-for professional development opportunities.

## ***Job description***

### ***Welcome from your potential manager***

Worldwide, 1 in 5 people are still waiting for the Bible in the language they understand best, yet God is doing amazing things through Wycliffe and our incredible supporters.

The pace of Bible translation worldwide has never been quicker. A full Bible or New Testament translation is being launched at a rate of two a week, and a record number of translation programmes are in progress! If this momentum continues to grow, within the next 10–15 years, we could reach a point where 95% of the world has access to the Bible in their own language, and the New Testament is available to almost everyone.

Wycliffe Bible Translators is one of the most exciting Christian charities to work for. We are a dynamic organisation with a big vision – a world where everyone can know Jesus through the Bible.

To help us achieve this vision, we need churches and individuals to support our work financially and through their prayers. To mobilise this vital support, we are looking for a Church Relations Manager for Ireland. In this role, you will be the vital bridge between a monumental global mission and the vibrant faith communities of Northern Ireland and the Republic of Ireland. This is your chance to ignite a passion for Bible translation across the island and lead a strategic regional movement.

If you have the strategic mind to lead, and a heart to see lives transformed by the word, we want to hear from you.



A handwritten signature in black ink that reads "Martin".

**Martin Dickson**  
Director for Churches  
[churches@wycliffe.org.uk](mailto:churches@wycliffe.org.uk)

## Key responsibilities

### 1. Strategic regional leadership and networking

- Develop and implement a regional church engagement strategy to deliver a measurable increase in prayer support, financial income, and mission partners across Northern Ireland and the Republic of Ireland.\*
- Cultivate purposeful relationships with senior church leaders and people of influence.\*
- Nurture and strengthen existing relationships with key church networks, denominations, and individual partner churches.\*
- Proactively identify and secure new partnerships with key church networks, denominations, and individual partner churches.
- Preach and present to congregations, and represent Wycliffe at major conferences (eg Keswick NI, New Horizon, Bangor Worldwide) to raise awareness of Bible translation and invite participation.\*
- Represent Wycliffe in regional mission partnerships ie MAP and iMAP.

### 2. Fundraising

- Actively promote and grow our monthly giving programme, **Give the Word**.
- Ensure partner churches receive high-quality, timely reporting on the impact of their prayer and financial support, helping to delight and retain our active supporter base.
- Help maintain accurate, up-to-date records of church interactions, relationship pipelines, and financial pledges using the organisation's CRM system.

### 3. Team management and mobilisation

- Recruit, train, manage, resource and deploy a team of volunteer speakers to ensure they are effectively deployed and motivated.
- Identify and create opportunities to increase the number of individuals enquiring about long-term membership and mission service.
- Manage the NI office base and line-manage the office administrator.
- Coordinate the NI Council (advisory board) and work closely with the chair of the council to run termly council meetings and bi-annual events and monthly prayer lunches for the Wycliffe community.

### 4. Team life and spiritual leadership

- Actively participate in, and regularly lead, daily staff prayer meetings, most of which will be online.\*
- Contribute to wider organisational projects and carry out other duties as required to support the global mission.
- Regular travel to and from England for staff meetings.

## Person specification

Experience and knowledge:	Essential	Desirable
Significant experience of church-facing ministry/engagement		✓
Comprehensive understanding of the ecclesiastical landscape and church networks across Northern Ireland and the Republic of Ireland	✓	
Track record of achieving and growing challenging fundraising income and/or sales targets		✓
Significant fundraising experience in a Christian context		✓
Experience of recruiting, training, managing and motivating volunteers		✓
Skills:		
Able to make a professional presentation in a variety of contexts	✓	
Compelling public speaker, Bible teacher and preacher*	✓	
High degree of personal organisation and self-management, with the ability to prioritise, multitask and work to deadlines	✓	
Self-starter, able to use own initiative and work independently, but also as part of a diverse team	✓	
Able to work outside normal work hours as and when required	✓	
Experience of being part of a remote working team		✓
Competency with standard office software. We use Google tools (Gemini, Docs, Sheets etc)	✓	
General:		
It is an occupational requirement of this role that you have a clear, personal commitment to the beliefs set out in our Statement of Faith and Doctrinal Position Statement. See below: <a href="#">Applying your Christian faith</a> *	✓	
Able to work outside normal work hours as and when required	✓	

Deep, personal concern for world mission, the Bible and prayer, and a commitment to Wycliffe's vision and purpose*	✓	
Willingness to travel across the island of Ireland, to England for staff meetings and occasionally overseas	✓	
Highly relational – someone who values people and wants to know, invest and foster genuine two-way relationships with churches and church leaders	✓	
Excellent verbal and written communications	✓	
Warm and professional manner with the ability to develop good working relationships internally and externally, while working remotely	✓	
Full UK driving licence, with access to a vehicle	✓	
Based on the island of Ireland, with the right to work in the Republic of Ireland and the UK	✓	

A basic DBS check may be requested in the event of a successful application.

## ***Data protection***

We take your privacy seriously and will not give your data to any other organisation for their own purposes. For more information on our privacy policy see [wycliffe.org.uk/privacy](http://wycliffe.org.uk/privacy).

## ***Applying your Christian faith***

The Christian faith is central and foundational to all that Wycliffe does, and in why we work, what we do, and how we work. As a result, all roles within Wycliffe are assessed as to whether they require the postholder to be a Christian who has a clear personal commitment to the beliefs set out in our Statement of Faith and Doctrinal Position Statement. Where this is found to be a legitimate and proportionate requirement, the role will carry an Occupational Requirement as per the Equality Act 2010.

This role you are applying for carries an Occupational Requirement due to the key responsibilities and person specification set out above, marked with an asterisk (\*). As a result, we would expect you to:

- Commit to upholding historically accepted biblical standards of behaviour in all aspects of life as laid out in our Statement of Faith and Doctrinal Position Statement (which will be shared with you if you are invited to interview)
- Commit to [our values](#)
- Commit to prayer – we depend on God for all that we receive and all that we are able to do and achieve. No matter whether we are out and about interacting with supporters or partners, or in the office making sure the organisation continues running, we wouldn't be able to achieve it without God. So prayer is included as a regular part of our team meetings, and all members of staff at Wycliffe are expected to actively participate in, and take turns leading, staff prayer meetings held each working day
- Be able and willing to give account of a living faith in Jesus Christ within settings and contexts appropriate to day-to-day responsibilities
- Provide evidence of regular participation in the life of a local church.

As part of the application and interview process, we will be asking for supporting evidence and information so that we can consider whether you fulfil this Occupational Requirement. This may include (but isn't limited to) a reference from a church leader, an ability to articulate your Christian experience, a commitment to our Statement of Faith, Values and Doctrinal Position Statement, as well as questions to probe these areas at interview.

## ***How to apply***

To apply, visit our [careers site](#) and complete the short online application, attaching your CV and a covering letter (no more than two pages) summarising why you're applying, how you meet the person specification, and telling us about your personal Christian journey and church involvement.

## ***About Wycliffe Bible Translators***

1 in 5 people worldwide are still waiting for the Bible to be translated into the language they understand best. That's 1.5 billion people!

We are working to create a world where everyone can know Jesus through the Bible. We serve local partners worldwide as they bring God's word to their communities in the languages that speak to them best.

Find out more at [wycliffe.org.uk](http://wycliffe.org.uk). Read more in our [guide for potential job applicants](#) or [watch this video to see what our staff say about working here](#).

## ***Statement of Faith***

1. We believe the Bible, the inspired word of God, is completely trustworthy, speaking with supreme authority in all matters of belief and practice.
2. We believe in one God, who exists eternally in three persons, the Father, the Son, and the Holy Spirit.
3. We believe all people, being created in the image of God, have intrinsic value, but as a result of sin are alienated from God and each other, and therefore in need of reconciliation.
4. We believe that Jesus Christ, the Son of God, born of the virgin Mary, is fully God and fully human; he demonstrated God's love for sinners by suffering the penalty of death in their place, rose bodily from the dead and ascended to heaven where he intercedes for his people.
5. We believe all who repent and trust in Jesus Christ alone as Lord and Saviour are, by the grace of God, declared to be right with him, receiving forgiveness and eternal life.
6. We believe the Lord Jesus Christ will return personally in glory, raise the dead, and judge the world.
7. We believe all people will rise from the dead, those who are in Christ to enjoy eternal life with God, and those who are lost to suffer eternal separation from him.
8. We believe in the Holy Spirit who imparts new life to those who believe in Christ; through his indwelling presence and transforming power he gives assurance and equips believers for holy living and effective service.
9. We believe the Church is the body of Christ, the fellowship of all believers, and is commissioned to make disciples of all nations.