



Appointment of

# **COMPLIANCE AND TEAM DEVELOPMENT DIRECTOR**

**(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

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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

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**Job Title:** Compliance and Team Development Director

**Accountable to:** Managing Director

**Salary:** £36,000 (with potential provision of on-site accommodation)

**Purpose:** To continue to strengthen the healthy, safe and compliant environment in which we minister, in terms of culture, framework and execution.

To develop our staff team capability.

## Your key responsibilities will include:

- As a member of the Senior Leadership Team (SLT), to take shared responsibility for the spiritual and pastoral health and needs within our community, to be a catalyst for unity, to take a personal interest in and be a support to others, and to challenge graciously where needed.
- To ensure the Capernwray community is supported by an effective risk management and policy framework that is compliant, accessible, regularly updated, and embedded in good working practices and culture. To do so in consultation with the Managing Director.
- To own and lead health and safety in a professional and pragmatic way which balances risk and resource to deliver embedded lived practice and compliant ownership of risk management across the wider team.
- Our People Agenda is: “To achieve our strategic goals with God’s enabling, together we seek to be a staff community which is spiritually and emotionally healthy, well-equipped and able to serve sustainably at Capernwray and beyond.” Bring this to life and deliver an improved capability in our team.
- To ensure an effective system for recruitment, absence management, appraisal and development, remuneration, and where appropriate performance management of employed staff, is maintained and continuously improved. To manage the support from our third-party HR resource (currently BrightHR), extracting best value for the provision of HR expertise, processes and systems.
- To take responsibility as the Designated Safeguarding Lead for the ministry and deliver the safeguarding framework and processes, and coordinate the work of the safeguarding team.

## Your key responsibilities will include (continued):

- To own and continuously improve our central administration systems and services including to ensure that:
  - The annual and projected ministry-wide calendar,
  - Reception and transport,
  - Bible school registrations and holiday bookings,
  - Night school, music and worship, taster week and other guests,
  - Student and guest health,
  - Planning/ leading internal and external events,
  - IT and AV and
  - the SLT annual planning calendarare administered and operated efficiently and effectively across the organisation.
- To lead your staff team (currently Bible School and Holidays Administration, Reception, Housekeeping, IT and Health and Safety, Music and Worship) effectively and efficiently, supporting them in their roles, helping them prioritise and execute their work efficiently, ensuring they are driving improvements in their respective areas, coaching and developing them in their professional growth, overseeing their continual professional development and conducting annual performance reviews. To embed a culture and practice of continuous improvement across all areas.
- To set the agenda for regular staff meetings and team days, and to facilitate these with support from the wider SLT.
- To plan, lead and deliver parts of the Capernwray holiday programme, in consultation with and under the direction of, the Holiday and Volunteer Programmes Director.
- To represent Capernwray locally, nationally and internationally, in consultation with the Managing Director.

## Key Responsibilities common for all Capernwray staff:

- To participate 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 to the Capernwray holiday programme and Open Days as agreed.
- 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](#).

# ABOUT YOU

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

## Essential Skills:

- A practising Christian of mature faith, experienced in servant leadership servant leadership and familiar with the ministry of Capernwray and positively aligned with its statement of faith and values. Actively belonging to, and serving in, their local church.
- Experienced in compliance and risk management, particularly health and safety, safeguarding and staff training and can navigate the balance of professional responsibility with limited ministry resources. Committed to the value this brings to Capernwray.
- Proven ability, and a passion for, developing individuals, growing teams, coaching leaders, handling conflict well, improving culture, delivery and accountability.
- Solid experience of recruitment, appraisal, performance management, wellbeing and employment practice.
- Can see the bigger picture, balances mission/resource/risk, and can contribute wisely at senior level.
- Able to manage complex admin processes and lead multiple functions/ direct reports efficiently.
- Clear, calm communicator who can influence across diverse personalities, either upfront or behind the scenes.
- Emotionally robust, sustainable pace, handles ambiguity and pressure maturely.
- Due to the nature of residential ministry, there is no prospect of homeworking/ hybrid working in this role.

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

- CIPD qualification to level 3 minimum and/ or five years HR experience.
- Previous personal connection with the ministry of Capernwray or Torchbearers worldwide.
- Previous experience of IT and AV support.
- Previous experience of delivering Christian residential holidays.
- A passion for sharing hobbies/ pastimes/ sports/ music with students and guests.
- Experience of working with a third party HR provider.
- Experience with Google Workspace.

# WHAT WE OFFER AND HOW TO APPLY

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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.

<b>Safer recruitment</b>	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.
<b>Salary</b>	£36,000
<b>Annual Leave</b>	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.
<b>Hours of Work</b>	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.
<b>Pension Scheme</b>	Auto-enrolment pension scheme. Our current contribution rates are 4% for the employee and 7.8% from the employer.
<b>Additional Benefits</b>	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](https://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](mailto:brian.wickens@capernwray.org).

**Closing date:** 10 July 2026. First interviews will be scheduled 15-17 July 2026.

**Starting date:** As soon as possible

# STATEMENT OF FAITH

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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.

