

CFI CHARITABLE TRUST

CHANGE MANAGEMENT SUPPORT

Job Description

The Trustees of CFI Charitable Trust are creating a new full-time 3-year fixed-term role for a Change Management Support staff member under the direction of the Chief Executive, as the charity undertakes a refresh. It is anticipated the post will be available as from 1st July 2019.

The Role

A vacancy exists for a Change Management Support role under the oversight of the Chief Executive to facilitate the transition and streamlining of the charity in a contemporary refresh.

Salary: circa £18,000 - £20,400 per annum (subject to qualification and experience)

Location: The post is based in the Eastbourne office with some travelling involved

Tasks to include:

1. Participating collaboratively in the planning, streamlining and implementation of new database linked to accounts recording and website
2. Assisting the integration of resources stock control and accounts to avoid duplication
3. Compliance aspects to include holding the role of Health and Safety officer
4. Involvement in new media and website updating and monitoring
5. Representing at Christian festivals such as New Wine\CRE\Big Church as needed
6. Assist in preparing management reports, financial and otherwise
7. Assisting at the CFI UK annual conference and other regular or occasional events
8. Various functions including providing occasional cover for staff taking leave

Desirable skills and qualities we are looking for:

- A personal ongoing relationship with the Lord Jesus Christ shown in Bible reading and prayer
- Good staff collaboration skills and implementation of personnel policy
- Proficiency in use of database and accounting software including use of Excel spreadsheets
- Experience in website care and other online and card payment arrangements / card machines
- Ability to understand and implement Health and Safety policy
- Knowledge of Israel can be developed in post
- UK Driving Licence

General Requirement

- Knowledge of the mission of CFI UK and accord with its foundational principles and aims
- A member in good standing of a local church or Christian fellowship, with a servant heart who can work with various Christian denominations at different levels and relate to the Jewish community.
- Willingness to work well as part of a team, versatility in undertaking a variety of tasks and able to take responsibility for them.

Enquiries in confidence to: Mr Jacob Vince, Chief Executive, CFI Charitable Trust, PO Box 2687, Eastbourne BN22 7LZ Telephone 01323 437483 Email jacob@cfi.org.uk