

## Job Description | 11<sup>th</sup> April 2022

- Role:** Well Director, The Well Christian Healing Centre
- Reports to:** Chair of Board of Trustees
- Hours:** Four days per week (with a potential option of 5 days per week) including some evenings and Saturdays.
- Salary:** £37,142.24 per year - pro rata
- Benefits:** 33 days pro-rata annual holiday including bank holidays, defined contribution workplace pension scheme

### The Well

The Well Christian Healing Centre is a registered charity where people of all faiths and none can come and receive prayer for healing, teaching, or training.

Our **vision** is to see people encounter the healing transformative love and power of God. A place of excellence, pioneering Christian healing prayer and practice. A safe place open six days a week to welcome people far and wide.

As we come out of the acute phase of the Covid-19 pandemic, The Well has developed an exciting new hybrid model of ministry using both our beautifully refurbished centre in Royal Leamington Spa, and new online events and ministry sessions reaching people as far away as New Zealand. Ministry is delivered through a trained and developed team of volunteers and led by the Well's founder and Director of Ministry Rev Anne Hibbert. We currently offer three prayer ministry sessions per week, as well as a range of online Quiet mornings, Rest and Receive sessions, Pathway teaching events, and healing training courses.

We are now looking to a period of growth and renewal, building the capacity of the ministry teams, and supporting operations to expand the number of people who are reached by the ministry.

### Role Summary:

The Well is undergoing a period of exciting change as it grows to fulfil its vision. In addition to the pioneering Ministry led by the Director of Ministry and Founder, there is a need for strategic leadership of the charity. This includes strategic growth, development of our funding base and communications, management all the operational aspects to support the Ministry, development of a growing support services teams, financial management, and further engagement with local community, partners, donors, and volunteers.

We are looking to appoint an individual with

- Organisational leadership capability
- Demonstrable skills in business, sales, fundraising, networking, and operations/financial management.
- Experience of Christian ministry – ideally prayer and/ or healing ministry and with a belief in Jesus' mandate to share the Good News and heal the sick
- Experience of NGO or charity leadership and operational management including financial and charity law would be an advantage

In order to reach more people with this transformative healing ministry, this talented and experienced person will lead the growth and development of The Well in partnership with the Trustee board and Director of Ministry & Founder.

The Well Director is a new role and will work closely with the Director of Ministry to deliver The Well Christian Healing Centre's mission and vision, assuring its relevance to the community and accountability to its stakeholders. The healing and prayer ministry is at the heart of The Well and the Director of Ministry will continue to provide its spiritual leadership.

The Trustee Board will delegate responsibility for management and day-to-day operations to the Well Director who will have the authority to carry out these responsibilities, in accordance with the direction and policies established by the Trustee Board.

All directly employed and contracted staff will report to the Trustee Board through the Well Director. These currently include the Ministry Director, Accountant, Office and Building administrators, and the fundraising team.

Normal office hours of work are 37.5 hours / week, Monday to Friday, but the post holder is expected to work flexibly to occasionally support evening and weekend events, working such reasonable additional hours as may be required to effectively deliver the role. The salary reflects the requirements of the position and, as such, includes an element for working outside the hours stated above. Pro-rata rates and hours apply for a 4 days / week role.

There is an occupational requirement for the post-holder to be a committed Christian, in full agreement with the Well Healing Centre's Statement of Faith and committed to the vision, values and conduct as set out in the Well Healing Centre's Christian Ethos statement.

## **Accountabilities**

### **1. Organisational Leadership, management, and operations**

a) Takes overall organisational leadership of the Well for sustainable growth and is proactive in supporting Ministry activities.

In conjunction with the Trustees and the Director of Ministry, establishes the direction of The Well and ensures that the big picture is understood by the Trustees and staff.

b) Models The Well's ethos statement

c) Provides general oversight and support of all Well activities, manages day-to-day operations ensuring a smoothly efficient organisation providing excellent service to guests and staff.

d) Effectively recruits, develops, coaches, and appraises staff, volunteers, and contractors.

e) Creates a work environment that motivates and supports staff and volunteers, manages expenditure within budget and works effectively with external contractors.

f) With the Director of Ministry, monitors and improves the overall performance of The Well, looking to develop any new systems that may be beneficial.

g) Provides regular reports to the Trustees on all aspects of the Well including finance and operations activities.

h) Ensures policies and procedures are adhered to and updated as needed.

### **2. Fundraising, communications, and donor management**

a) Establishes an integrated fundraising and communications plan and oversees its delivery by either leading the activity, and /or hiring individual(s) responsible for this activity.

b) Engages with and is visible to donors, supporters, and volunteers both in person and through planned media channels

c) Hosts and speaks at events involving donors and supporters

d) Develops sales of products and services and innovative ways of receiving donations

### **3. Mission, policy, and planning**

a) Works with the Trustees and the Director of Ministry to determine and implement The Well Christian Healing Centre's values, mission, vision, and short to long-term goals

b) Works with the Trustees and Director of Ministry to monitor, evaluate and improve The Well Christian Healing Centre's relevance to the community, its effectiveness, and its results.

c) Develops and maintains business and operational plans, ensuring clear priorities and timescales. Recommends suitable policies to support plans.

d) Keeps the Trustees fully informed of progress against plan and key indicators on all the important factors influencing it.

e) Keeps personally informed of developments in service provision, not-for-profit management, governance, philanthropy, and fund development.

#### 4. Financing

- a) Promotes cost effective programmes and services, employing economy while maintaining an acceptably high level of quality.
- b) Helps guide the Trustee Board and individual Trustee Board members in the co-creation of viable fund development plans with appropriate policies and procedures.
- d) Works with the Trustee Board and Director of Ministry to ensure financing to support short- and long-term goals.
- e) Implements the fiscal activities of the organization including budgeting, reporting and audit.

#### 5. Community relations

- a) Facilitates the integration of The Well into the fabric of the community by using effective marketing and communications activities. Assures community awareness of The Well Christian Healing Centre.
- b) Engages with Christian leaders, churches, and donors, acting as a spokesperson and articulating the Healing Ministry and that God still heals today in conjunction with the Director of Ministry.
- c) Networks and hosts events, listens to clients, volunteers, donors and the community to improve services and generate community involvement.

#### 6. Legal compliance

- a) Executes the filing of all legal and regulatory documents and monitors compliance with relevant charity and company laws and regulations.
- b) Keeps up to date with relevant changes in legislation and regulatory frameworks.

### Proposed Organisational Structure

