



## **Hub-Coordinator – part-time (Equipped to Minister)**

### **Foreword**

Thank you for your interest in the post of part-time Hub Coordinator (Equipped to Minister) at Spurgeon's College. We are looking to recruit a Hub Coordinator to start in October 2022 at Histon Baptist Church ([www.histonbaptist.org.uk](http://www.histonbaptist.org.uk)) near Cambridge. The Hub coordinator would be employed to be responsible for running all day-to-day aspects of our Equipped to Minister Course at Histon Baptist Church. They would work up to 10 hours per month with the majority of those hours being on one Saturday per month.

We hope you find the information provided in this pack helpful in your prayerful consideration of applying for the role. If you would like to talk further please do not hesitate to contact the Dean of Ministerial Formation and Development, Revd Seidel Abel Boanerges ([seidel@spurgeons.ac.uk](mailto:seidel@spurgeons.ac.uk)).

### **About the College**

Spurgeon's College has a worldwide reputation for its work in theological education and continues to have a global reach in its student body and through several international partners. While the core dimension of the College's week-by-week work is ministerial formation rooted in the Baptist tradition, the majority of our student body are not seeking accreditation with the Baptist Union of Great Britain. The College's has its own degree awarding powers and offers undergraduate and postgraduate programmes. In addition to these formal pathways of study the College is also committed to providing resources and training for local churches through our Equipped to Minister and Church Training Initiative programmes.

Spurgeon's College was founded in 1856 by Charles Haddon Spurgeon, the leading nonconformist preacher in 19th century Britain. Formerly located with the Metropolitan Tabernacle at the Elephant and Castle in Southwark, it moved to its present premises in 1923. The College is in membership with the Baptist Union of Great Britain, the Evangelical Alliance and Micah Global.

The College has always trained students for the Baptist ministry. In the last two decades, its provision has diversified considerably, and Spurgeon's has become known for its enterprise and initiative in developing new courses in response to the changing needs of church and society. At any one time the College has 600-700 full-time, part-time and online students currently registered across its programmes, with around 180 on-site at some point each week during term time.

## **Vision and Values**

### **Our Mission**

To provide Christ-centred, biblically-rooted training in discipleship for the practice of mission and ministry.

### **Our Vision**

The College's vision draws its substance from three sources:

- A confessional foundation - established by C.H. Spurgeon in 1856 it has always engaged in biblical and theological teaching on the basis of an evangelical and Christ-centred commitment.
- A formational objective - understood as the specialised discipleship of preparing men and women in community for the Christian life, its mission and ministry.
- A geographical location – being based in the capital city reinforces the scope of the College's work with a London presence, a national ministry and a global reach.

In our calling to serve God's Kingdom, as a confessional college in the Baptist tradition in Higher Education and through the specialised discipleship we offer in training for the Christian life, its mission and ministry, the College Vision for the next 10 years is:

- To build on our vibrant and diverse learning community by expanding participation in all of the College's programmes from pre-access level to doctoral research;
- To widen our scope in equipping all God's people by providing varied and flexible learning experiences in Christian discipleship, in both content and delivery, which also support local churches in their own training programmes;
- To increase provision for the growing church, especially in relation to minority ethnic and Pentecostal movements in London and the UK;
- To develop the College's position in the global city of London, as a centre of excellence undertaking and facilitating research.

### **Our Values**

As we pursue our vision there are biblical values that shape how we act and the manner in which we wish this vision to be pursued. We aspire, as a College and as those involved in the life of the College, to be a Christ-centred community of

discipleship. In particular:

- We seek to exemplify a balanced, holistic and sustainable approach to life and work.
- Believing in the inherent worth of each person, we strive to be a supportive community.
- We celebrate the richness of being a diverse and inclusive community.
- We make every effort to set research-led, experience-based teaching as the foundation of our academic life.
- We endeavour to ensure that ethical responsibility informs the way we are, especially in the areas of social and environmental justice.
- We strive for integrity, trustworthiness and excellence in all we do.

### **About the Equipped to Minister course**

Equipped to Minister is an established, popular and highly valued course at Spurgeon's College. It was launched in 2003 with the aim of providing high quality training for those serving in the local church. In the 19 years the course has been in existence over 1000 people have attended modules and the course grows in popularity each year. Although the course initially was aimed at churches from the Baptist denomination we now have people from many different church streams attending the course to enable them to develop their ministry in the local church or to grow in their personal discipleship. It is due to the continued popularity of the course that in 2018 we launched a track of the course outside of London in a 'hub' location at Histon Baptist Church nr. Cambridge. We also launched a hub in Birmingham in 2019.

Equipped to minister is an ideal starting point for those who wish to deepen their understanding of the Bible, theology, mission, ministry and personal spiritual development, even if they are returning to study after a long break. The course teaching is aimed at A-Level or 'Access' level standard. Many participants find the course a significant step towards developing their service God in their churches. They also find their own personal discipleship is deepened through attending the course lectures. Equipped to Minister has attracted local preachers, Bible study group leaders, lay church leaders, youth workers, pastoral carers and people from a variety of different ministries in the church. No previous qualifications are required to join the course. There are optional essays which students can complete to receive a module certificate.

The course is made up of 12 modules on a rolling programme. Eleven of the modules include face-to-face teaching consisting of twelve hours teaching split over two Saturdays in consecutive months.

The Equipped to Minister enables students to study for an internally validated qualification for either personal spiritual development or lay ministry preparation. The course follows a curriculum agreed by all the UK Baptist Colleges and the Baptist Union. It is therefore acceptable to the Baptist Union, when accompanied by satisfactory Association ministerial recognition outcomes, as a pathway of training for those seeking Baptist Union recognition as preachers or lay pastors.

## **Part-time Hub Coordinator (Equipped to Minister)**

As part of our Equipped to Minister staff team at Histon Baptist Church nr. Cambridge, you would be responsible for running all day-to-day aspects of our Equipped to Minister Course at Histon Baptist Church. This is a varied role which includes all aspects of setting up and closing down of the venue, welcoming students, organising refreshments, answering general student questions about the course, administration and providing reports to the College, providing first-aid support and giving basic technical support to tutors and students.

### **Application**

Your application should include:

A letter of application of no more than two A4 pages outlining your suitability for the post and in particular addressing the requirements of the Job Description and Person Specification,

A current and full CV giving details of education and/or professional qualifications, current or most recent employment or work and a *complete* employment history, *and*

A completed candidate information form and equality and diversity monitoring questions downloadable from the website ([www.spurgeons.ac.uk/jobs](http://www.spurgeons.ac.uk/jobs)).

Applications should be sent by email, in confidence, to Mrs Sophie Ellis, [s.ellis@spurgeons.ac.uk](mailto:s.ellis@spurgeons.ac.uk)

You are asked to give names, occupations and addresses (including e-mail) of two persons to whom a reference can be made and the capacity in which they have known you. Please state whether it will be acceptable to contact the referees before interview.

**The closing date for applications is 12 noon on Friday 7<sup>th</sup> October 2022**

Shortlisting will take place on Monday 10<sup>th</sup> October 2022

**Interview date: Tuesday 11<sup>th</sup> October (virtual), although other times can be arranged if 11<sup>th</sup> is not convenient**

The successful candidates can take up the role from 17<sup>th</sup> October 2022 Attendance at up to three compulsory induction sessions will be required:

1. A first aid training course (if the successful candidate does not already hold a current certificate).
2. An introduction to Equipped to Minister and Moodle training. One day between 17<sup>th</sup> and 21<sup>st</sup> October 2022 (location to be confirmed).
3. Attendance (8am-2pm) at the Equipped to Minister teaching day run at Histon Baptist Church on 22<sup>nd</sup> October 2022.

## **Terms and conditions of the appointment**

The role of part-time Hub Coordinator (Equipped to Minister) at Histon Baptist Church will be offered on an annualised hours fixed term basis for 10 months for 100 hours (avg 10 per month). The majority of your work would take place on an EtM teaching Saturday. The course will normally run on the 3<sup>rd</sup> Saturday of each month (except for August) but there may be occasions when the course has to move to a different Saturday in the month. Occasional attendance at meetings at Spurgeon's College, London may also be required. It is hoped that this role becomes a permanent post, as the hub grows in Histon.

## **Reward package**

**You will be remunerated for the work you do as follows:** £11.05 per hour up to a maximum of 10 hours per month. Any additional meetings you are required to be at will be paid at £11.05 per hour. Travel costs to required meetings will also be paid.

**Annual leave:** Annual leave will be accrued for each hour you work and paid accordingly.

## **Location**

Your normal place of work will be at our hub location at Histon Baptist Church nr. Cambridge. Occasional meetings at Spurgeon's College in London may be required and the appropriate travel expenses will be covered.

## **Nationality**

You will be required to have the normal eligibility requirements to work in the UK.

## **Equality and Diversity Policy Statement**

Spurgeon's College is committed to securing equality and diversity in employment and to the creation of an environment in which individuals are selected, trained, promoted, appraised and otherwise treated on the sole basis of their relevant merits and abilities. For this purpose all applicants will be asked to answer Equality, Diversity and Inclusion monitoring questions as part of the recruitment and appointment process.

There is a Genuine Occupational Requirement for the part-time Hub Coordinator (Equipped to Minister) to be a Christian.

## **Job Description part-time Hub Co-Ordinator (Equipped to Minister)**

**Main Duties:** This role will involve being responsible for running all day-to-day aspects of our Equipped to Minister Course at Histon Baptist Church.

### **Job description**

- Overseeing all aspects of venue hire and usage. This includes but is not limited to:
  - Opening and setting up the Histon Baptist Church, ready for the students.
  - Closing down the venue and making sure it is left in a clean state.
  - Reporting any health and safety or maintenance issues to the venue.
  
- Being on site at Histon Baptist Church when the course is run to register students, answer questions and assist the teaching tutor as needs be.
- Providing a formal welcome to the students at the start of the day and announcing any relevant notices.
- Providing tutors with basic technical support for data projector/laptop set up at the venue.
- Providing, as necessary, basic student support with accessing course material on the College's online learning system (Moodle) and directing the students to further sources of support provided by the College for more complex queries. (Training in Moodle will be provided).
- Organising and providing refreshments to students as required on the EtM days.
- Producing a register of booked in students before an EtM day and sending accurate attendance information back to the College after an EtM day.
- A willingness to being the 'face' of the College for course participants and direct students to other forms of study at the College as appropriate.
- Providing on-site first aid cover on the days that course is run. (Training will be provided).
- Ensuring that health and safety procedures are followed on the days that the course is run.
- Providing specified monthly reports to the Dean of Ministerial Formation and Development about the course Saturdays.
- Any other duty as required by the Dean of Ministerial Formation and Development commensurate with the role.