



THE LORDSBRIDGE TEAM
RESOURCE HUB COORDINATOR
RECRUITMENT PACK - APRIL 2021

LORDSBRIDGE TEAM
OF CHURCHES



The Lordsbridge team:

- Created in 2010
- 11 Parishes
- 13 Worshipping Communities
- 4 Incumbent Clergy
- A team of both established worshipping communities and fresh expressions of church

Thank you...

Thank you for your interest in the role of Lordsbridge Team Resource Hub Coordinator for the Lordsbridge Team of Churches.

The Lordsbridge Team of Churches is a group of 11 parishes located West of Cambridge. Over the next few pages you'll hopefully get a flavour of the vision of the team and how the role of Team Administrator plays its part in helping the team achieve its aims and ambitions.

Towards the back of the document you'll find some contact details should you wish to ask any questions around anything in the recruitment pack.

Thanks again for your interest!

The Lordsbridge Team

About Lordsbridge...

The Lordsbridge Team was created in late 2010 from four benefices, enabling the Team churches to work in co-operation and share ministry, while maintaining links between the clergy and their geographical oversight. We are a network of worshipping communities spread over eleven villages to the west of Cambridge, served by a core team of four incumbent-status clergy.

The Lordsbridge Team Ministry became a legal reality in 2010 bringing together 11 parish churches. Currently, there are seventeen or more worshipping communities in this network, depending on how you count them: eleven church communities still meet in ancient parish churches, three outdoor family congregations gather in churchyards, one community for seniors and one for under 5s are each waiting for a post-covid re-start, an ecumenical network of young people meets in various ways and one community worships digitally.

In early 2019, the Lordsbridge Team Resource Hub was launched as a central resource that enables clergy and volunteers across the team to be resourced for mission. The team employed a Resource Hub Manager to be responsible for designing and implementing more efficient working practices in collaboration within the team, setting up better church management software to support existing and new working practices, improving online resource sharing as well designing, developing and maintaining a central contacts database.

Across the Team...

At a whole-team level some resources and activities stand out as being ways in which pooling our efforts can lead to outcomes that would not be possible at an individual parish level. Here are some examples of things that we do, or have recently done together.

- **Prayer, spirituality and learning:** The annual Prayer Pilgrimage (now part of “Thy Kingdom Come”) has been established in the last few years to encourage congregation members to visit our churches and pray. The School of Theology has run for three of the last 5 years, drawing on local educators and providing serious theological study for those who wish to explore their faith more deeply.
- **Resourcing:** Allocation of ministers for services is a collaborative Team-wide exercise. We have an online ‘Dropbox’ of service sheets, all-age ideas and locally produced material. We share use of the “parish room” in Coton.
- **Life events:** Weddings and funerals administration is carried out across the team. Marriage Preparation involves an annual team day – attracting up to 30 couples – and weddings are allocated across the Team and chapter. In the last couple of years, we’ve had a stand at local wedding fairs. Funerals are administered centrally with one point of contact for all enquiries.
- **Communication:** We produce a weekly notices email of news that can be added to local pew sheets and equivalent.
- **Youth:** Youth work is linked across the Team but focusses in particular areas, with important links to local networks and via parishes to the network of primary schools.
- **Worship and celebration together:** On 5th Sundays we offer two or three services in the Team area and invite congregations to “worship with friends or make new ones”.
- **Worship at Home:** Since the onset of COVID-19 the team has developed a comprehensive ‘Worship at Home’ ministry. This involves weekly written services, multiple Zoom meetings of worship throughout the week and weekly audio services.

Key Values...

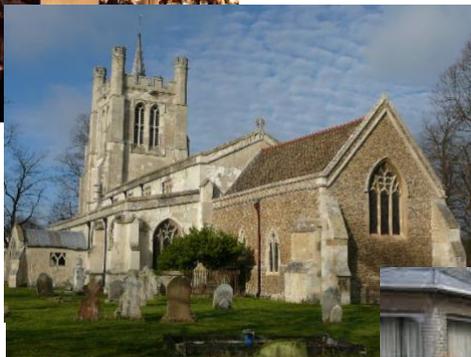
Mission: a desire to be mission-focused in our nature and activities, with prayer being central to this

Celebration: remembering how God has been active in our communities and Team as an encouragement for how we can join him in his mission in the future

Enjoyment: through being together, and doing things, together

Relationships: building and consolidating relationships between churches, denominations, village groups, businesses and schools

The Team Council has also stated that prayer is the 'engine house' for all that we do



Job profile	
Job title	Lordsbridge Team Resource Hub Coordinator
Reports to	Resource Hub Manager
Location	Homebased/Team Office based
Travel required	Local travel between churches and meeting places
Pay range	Ranging from £10.50 - £11.50 per hour depending on employment route.
Work pattern / hours	16 hours per week
Date	To start ASAP
DBS? (used to be called CRB)	YES

Lordsbridge Team Context

The Lordsbridge Team was created in late 2010 from four benefices, enabling the Team churches to work in co-operation and share ministry, while maintaining links between the clergy and their geographical oversight. We are a network of worshipping communities spread over eleven villages to the west of Cambridge, served by a core team of four incumbent-status clergy.

Role of the Resource Hub and how this role fits within that

The Lordsbridge Team Resource Hub was created in early 2019 to be a new and innovative way of working by taking responsibility for the operations of the team's diverse ministries, setting the ministers free to fulfil their leadership and ministry roles, so that the Lordsbridge network of churches grow in health, spiritual depth, service to local communities and numbers. Throughout 2020 the Resource Hub has taken on a significant digital element as the Coronavirus pandemic moved a lot of worship online. The Hub Coordinator role fits as part of the team-wide resourcing function, working under and alongside the Resource Hub Manager to help support and enable the Lordsbridge Team's varied ministries.

Key responsibilities

The role has the following responsibilities:

- Funeral Administration – overseeing the communication with funeral directors, graveyard applications and invoicing for all team-wide funerals
- Safeguarding Administration for parishes – Ensuring safer recruitment processes are followed for all volunteers; acting as the Parish Safeguarding Officer (who is the key link between parishes and the diocese) for some parishes.
- Wedding Administration – overseeing the booking, tracking, invoicing and communication around all team-wide weddings.
- Publications and publicity – creating, designing, printing and distributing team-wide publications and publicity for the advertising of local events and services
- Video and Audio editing – in the last year we have developed a substantial online worshipping community. This is built around delivering video and audio resources and services.
- Database oversight – as the team looks to create a central database for all congregants and contacts, oversight will be needed to ensure the database is kept up to date.
- Team Rector direct support – Providing direct support to the Team Rector in their varied responsibilities
- Developing Volunteer management and support – As the Resource Hub develops, close working with and supporting of local volunteers is essential.
- Individual minister support – Supporting individual ministers in various administrative tasks.
- Rota administration – coordinating the creation of the quarterly team-wide rota.

Essential skills, knowledge and experience

In this role you'd be expected to be...

- Committed to the vision of The Lordsbridge Team
- Enthusiastic, energetic and possessing a good sense of humour.
- Excellent with detail and have strong organisational skills
- Willing to explore new skills and experiment with new ideas.
- Prepared to try something and try again if they get it wrong.
- Experienced using all MS Office packages
- Comfortable using and managing social media pages and accounts
- Someone who enjoys setting up and taking ownership for new processes and systems
- Someone who can work well and remain calm under pressure
- Able to work on own initiative and manage a busy workload
- A completer/finisher, implementer, team player
- Someone who is a good relationship builder & communicator

Desirable skills, knowledge and experience

In this role it'd make it even better if you...

- Understood database systems and web-based technology
- Had a high standard of written and oral communication.
- Had any graphic design knowledge.
- Had any knowledge or experience of video and audio editing.

The skills set out in the above boxes are everything we are looking for in a Resource Hub Coordinator. We realise that applicants may look at this list and not feel confident that they tick every single box. Key to success in this role is the willingness to explore new skills and experiment with new ideas, so if you tick a good number of boxes but not all of them, get in touch and discuss this with us.

What we can offer you

- Remuneration (for 16 hrs/week): £11.50 per hour if self-employed. £10.50 if employed centrally. Employment routes, could be discussed at interview.
- Holiday: 6 weeks including bank holidays Hours: these will be set by agreement and will need to take into account the need to be available at some key fixed points in the week and each term; some flexibility will be appreciated to accommodate occasional evening and weekend working and special events.
- Being part of a dedicated and committed team with the ability to meet as a team on a regular basis.
- Professional development. As the role develops, we would expect training to be given for specific work packages.
- Personal development. Ability to partake in courses, seminars and events run by the Lordsbridge Team and the Ely Diocese.

Should you require any additional information about the role or to have an informal conversation about what the role may entail, please email robbiethomson@lordsbridge.org.

Application Form

Vacancy Application Form Lordsbridge Team of Churches

Position applied for:	Lordsbridge Team Resource Hub Coordinator
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Please return your completed application form by email to:	robbiethomson@lordsbridge.org
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PART A: Personal Information

Name(s)

Family name (block capitals):	
Other names in full (block capitals):	
Preferred First Name:	

Permanent Address

Address 1	
Address 1	
Address 1	
City	
Postcode	

Contact Information (please provide at least one telephone number)

Email Address	
Telephone (landline)	
Telephone (Mobile)	

Are there any restrictions on your continued residence or employment in the UK? If Yes, please give details:	
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Please tell us where you found out about this vacancy:	
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PART B: Education and Training

Secondary School(s) attended (include school name and Town)	Date started	Date finished	Subjects / Grades

University / College attended	Date started	Date finished	Qualifications achieved

Please provide details of any other relevant training / qualifications

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PART C.1: Current / Most Recent Employment

Describe your key roles and responsibilities

Employer (name and address):	
Date started:	
Date finished:	

PART C.2: Full Employment History

Please provide an overview of your employment history in the section below

Employer (name and address)	Start Date	End Date	Job Title / Summary

PART D: Church, community and other interests

a) Responsibilities in the community

Please indicate the responsibilities in community you have held over the last few years, e.g. school governor, church, political or community service. What did you accomplish?

b) Other areas of interest

Please indicate your involvement in special areas of concern or interest, e.g. social, political, recreational or artistic interests.

c) Public profile

Please list any public social media accounts, blogs or websites you own or manage.

PART E: Information in Support of your Application

a) Please describe what led you to apply for this role. What excites you most about it?

b) Please describe the gifts and experience you believe you would bring to this role. On which two of the person specification points do you feel you score most highly – and what evidence can you give for your choices? In which two of the person specification points do you feel you need to develop further – and how might you seek to do so?

c) Please include any further information in support of your application in the box below.

(Continue as you feel appropriate, while keeping your submission relevant and concise.)

PART F: References

References will usually be taken up before interview, in the strictest confidence, for shortlisted candidates unless you indicate otherwise below.

Please complete this section in full. If not in employment, please supply the name of your most recent employer or an academic referee. Please ensure that all your referees are aware of this application.

If you are providing an email address, please obtain your referees' permission.

Current / most recent employer

Name	
Job Title	
Address	
Email	
Contact Number	
May we contact this person ahead of interview?	

Please provide details of a second referee from whom references can be requested. This can be a previous employer, another manager within your current employment who knows your work or an academic reference. No personal referees will be accepted.

Name	
Job Title	
Address	
Email	
Contact Number	
May we contact this person ahead of interview?	

PART G: Availability

When would you be available to start?	
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PART H: Declaration

I hereby consent to the processing of my personal details as per the [Diocesan Data Privacy Policy](#), in the consideration of this application.

Print Name	
Signed	
Date	