



**CEEC**  
CHURCH OF ENGLAND  
EVANGELICAL COUNCIL

## **APPLICATION PACK FOR CEEC INTERNSHIP**

Thank you for your interest in the internship offered by CEEC.

We are looking for a highly motivated graduate individual who will offer a year to support the work and ministry of CEEC alongside a staff team who are passionate about the mission of the Church.

We want to help you develop skills and confidence in a professional working environment that will resource your future career.

Hopefully, this pack tells you everything you need to know to decide whether this might be the role for you, but if you would like an informal discussion about any aspects of the role, or the details in this pack, please contact John Dunnett via email ([johndunnett@ceec.info](mailto:johndunnett@ceec.info)).

### **About CEEC**

CEEC was first created by John Stott to provide a "collective" evangelical voice within the Church of England, was registered as a UK charity in December 1969 and incorporated in September 2003. The company and the charity are controlled by a Constitution (most recently updated and approved in 2022) and by the company's Memorandum and Articles of Association.

CEEC is particularly concerned to encourage evangelism, bible-based and Christ-centred formation of discipleship, evangelical leadership within the Church of England, and evangelical unity within and outside Anglicanism.

CEEC is the body with which local groups of evangelicals from different networks, sometimes known as Diocesan Evangelical Fellowships, are affiliated. The Council consists of representatives from the College of Bishops, theological colleges, mission societies, General Synod, networks and local associations, all of whom have signed agreement with the Basis of Faith and its additional declarations. CEEC is also the representative body for EFAC, the Evangelical Fellowship in the Anglican Communion.

The entire Council meets residentially once a year, and in recent years twice in between on zoom; thereafter, the outworking and implementing of policy is delegated to a Working Group.

### **Statement of Faith**

The CEEC Basis of Faith can be read online at <http://www.ceec.info/basis-of-faith.html>

## **Location**

CEEC does not have an office – the staff team (as well as the many council members and volunteers) work from home. However, we do meet at various locations (including houses and church buildings) for team and Working Group meetings.

## **Job Purpose**

To enhance the effectiveness and impact of the ministry of CEEC, involved in the full range of strategy, planning, operation and communication and gaining experience in an evangelical charity.

## **Core Tasks**

To bring flexible and intelligent support to the national director and his colleagues. Tasks are likely to include:

- Providing research support for various projects.
- Picking up and supporting projects and tasks as needed.
- Writing, editing and production of promotional and supporter communications.
- Researching for articles and other initiatives of the national director.
- Assist in the maintenance of CEEC website.
- Attending a variety of events to provide practical support.
- Offering support for CEEC workstreams, including education and poverty, class and privilege.

## **Knowledge required**

- Excellent knowledge of Microsoft Office and email.
- Appreciation of Church of England structures and operation.
- Awareness of evangelical culture and diversity

## **Skills required**

- A good degree or on track for 2:1 in chosen subject.
- Excellent writing skills, including the ability to write accurate and engaging copy.
- Ability to analyse, interpret and summarise complex and multifaceted issues.
- Able to work alone in an organised and disciplined manner.
- Able to deliver work in an accurate and timely manner, even under pressure.
- Self-motivated, with the ability to work flexibly and as part of a team.
- First-class ability to prioritise and manage own workload.
- Confident and enthusiastic individual with the tenacity to complete challenging and/or laborious tasks.
- Strong interpersonal skills, with an ability to manage relationships with tact and diplomacy.
- Flexible approach, e.g. willing to pick up things at short notice, take on any tasks needed to complete a project.
- Comfortable, courteous and personable, interacting with people at all levels in organisations.
- Able to keep confidentiality and to work on sensitive issues.

## **Accountability and Management**

The intern reports to the national director. The post does not have any line management responsibilities.

### **Communication**

Internally: National Director, other members of staff, chair of the Working Group.

Externally: as required, but likely to include a wide selection of Christian leaders and other individuals and organisations.

### **Christian Faith**

CEEC is a Christian agency, working to support evangelical churches across the Church of England. It is a genuine occupational requirement (GOR) that the post-holder has a committed personal faith and is an active member of a local church. As the post includes significant representation of the organisation externally, he or she will be required to sign the CEEC Basis of Faith.

### **Terms and Conditions**

These will be set out in a letter of appointment (inc pension provision and holiday details).

### **Christian Faith**

As a Christian organisation with a focus on mission, some of our roles include a genuine occupational requirement of an active Christian faith. Details of how this applies to the post are included in the role profile.

### **Location**

The intern will work at home but be expected to travel for team and Working Group meetings as indicated.

### **Salary**

TBC – national minimum wage.

### **Contract**

This is likely to be a one-year contract, subject to an initial three-month probationary period and the usual ongoing CEEC assessment process.

### **Expenses**

All authorised expenses are reimbursed.

### **Hours of Work**

This is a full-time appointment of 37 hours per week. A flexitime system operates for this post.

## **Holiday**

Annual holidays are 4 weeks, plus all bank holidays.

## **Duration**

To start [tbc] through to the end of [tbc].

## **How to Apply**

### Step 1

Please contact John Dunnett ([johndunnett@ceec.info](mailto: johndunnett@ceec.info)) to express an interest in the role for an initial conversation, possibly leading to a fuller discussion before application.

### Step 2

To apply, please send your CV and a covering note which includes the following points:

- What skills and experience you have that equip you for this role (as outlined in the role profile).
- What you would hope to gain from a year working with us.
- How your faith impacts your day-to-day life and hopes for the future.
- Anything else that helps us work out if this role is a good fit for you at this time.

Applications should be sent by email to [johndunnett@ceec.info](mailto: johndunnett@ceec.info).

### Step 3

Those who get this far will be invited to a meeting with the national director and/or another member of the staff team/Working Group to talk further through the role.

## **Referees**

Please give the names and addresses of three referees, including the capacity in which they know you. One should be a your church leader or equivalent, the second someone knows you well, but not a family member and the third a tutor or previous employer. We normally take up references for all those called to a second visit (please indicate if you do not wish us to contact a referee prior to interview).

## **Closing Date for Applications**

Applications are due by 31 July 2023.