



EPHESIAN FUND ADMINISTRATION MANAGER - ROLE PROFILE

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 June 2014) and by the company's Memorandum and Articles of Association.

CEEC exists to provide for the continuing need for an overarching group to which evangelical organisations, networks, institutions and churches can belong, based on common understanding of the Christian faith and its Anglican expression, and united by a common vision to promote and maintain orthodox evangelical theology, ethics and liturgy at the heart of the Church of England. DEFs (Diocesan Evangelical Fellowships) are the *de facto* representative bodies of CEEC in each diocese.

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 governed by a Council which comprises some 40 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 then the outworking and implementation of policy is delegated to a Working Group.

A fuller Vision for CEEC, as endorsed by the Council in October 2013, is attached as Annex A.

About the Ephesian Fund

Evangelicals have always given generously to support the life and witness of local churches. However, the decision of the House of Bishops to walk away from an historic biblical understanding of sex and marriage is causing many evangelicals to review their giving to the Church of England.

As a result, individual evangelicals are considering whether to stop/pause their giving to the C of E or whether there is some way that their giving can be secured solely for the support of orthodox churches/clergy.

PCCs of evangelical churches are also wishing to ensure that their support for the parish share of other churches is not supporting churches who do not offer the salvation gospel of repentance and faith.

The Ephesian Fund was launched in November 2023 to enable these concerns to be addressed.

An application has been submitted to the Charity Commission for the Ephesian Fund to be granted charitable status. In the meantime it is overseen by the CEEC trustees.

EPHESIAN FUND ADMINISTRATION MANAGER

Personal specification

An orthodox Anglican evangelical, able to sign the CEEC Basis of Faith (with additional declarations) (<http://www.ceec.info/basis-of-faith.html>), and who has the following skills and behaviours:

Knowledge, Skills and Behaviours	Evidence	Assessed how?	Essential/Desirable
A 'can do' attitude based on an informed position.		Interview	E
Experience of financial management packages such as Sage or Xero or QuickBooks and a CRM system such as Beacon	Examples from prior experience	CV	E
Confident in the use of Word, Excel and other software programmes.	Examples from prior experience	Interview exercise	E
Ability to write good emails about (sometimes) complex financial arrangements.	Examples from prior experience	Interview exercise	E
Ability to interact professionally with others using good relational skills including EQ and negotiation skills	Leadership of formal and informal networks	CV, application letter, interview, references	E
General understanding of financial procedures		Interview	E
Self-starter able to work remotely, through effective use of video conferencing, email and telephone	Examples from prior experience	CV, interview, references	E
Knowledgeable of Church of England workings at national, diocesan and parish levels		CV, interview, references	E
Active member of local Anglican church		CV, Interview, references	D

Role and responsibilities

- Provide office, administrative and financial support to the trustees of the Ephesian Fund and the National Director of CEEC in the operations of the Ephesian Fund
- Be a central point of reference for the staff team and the CEEC Officers and Working Group re the Ephesian Fund
- Be the 'switchboard' and 'email hub' for the Ephesian Fund
- Manage and maintain the Ephesian Fund records
- Liaise with churches and dioceses on disbursements of funds
- Day-to-day management of Ephesian Fund financial transactions, liaising as necessary with the Trustees and ND of CEEC
- Ensure, to the extent possible, that all Ephesian Fund communications are consistent with CEEC's basis of faith and objectives
- Work with CEEC team members to galvanise the orthodox Anglican evangelical community, both clergy and laity, to strengthen the orthodox biblical doctrine, ethics and liturgy of the Church of England
- Work collaboratively with the CEEC National Director, other staff team members and other senior leaders within CEEC and its member organisations

Accountability

The Ephesian Fund Administration Manager is employed by the Ephesian Fund but will work in close collaboration with the National Director of CEEC and other CEEC staff.

The Manager will report on a day-to day basis to the CEEC National Director. The National Director is accountable to the Officers and the Working Group of CEEC and, ultimately, to the Council as a whole.

Remuneration and terms

It is anticipated that the role of Administration Manager will part-time, in the order of c.2 days per week. Fulfilling the hours across part-days would be welcome.

- Salary (full-time equivalent): £30,000 + pension contributions (subject to negotiation)
- Holiday entitlement (full-time equivalent): 5 weeks holiday per annum, plus public holidays.
- Reasonable travel and working expenses reimbursed upon presentation of receipts.
- The appointment is subject to Enhanced DBS and safeguarding confirmations.
- Termination: one month's notice in writing by either party.
- Performance of all staff members will be subject to formal review on an annual basis.

Application process

Applications must include:

- a full *curriculum vitae*;
- a letter of application explaining suitability for the role as outlined in this document;

- the names and contact details of three referees (one of which must be from a Minister), who may be contacted after shortlisting and prior to interview.

Applications should be sent by email to the CEEC National Director, John Dunnett, to johndunnett@ceec.info. Shortlisted candidates will be interviewed by a panel drawn from the Trustees of the Ephesian Fund and Officers / Working Group of CEEC.

The CEEC trustees reserve the right to amend these terms at any stage of the appointment process.

18 December 2023

ANNEX A

A vision for CEEC (endorsed October 2013 meeting).

- (A) **In order for mission and evangelism to flourish CEEC should encourage and equip evangelicals in the Church of England to keep mission and evangelism as a permanent priority. To enable this, CEEC will plan:**
- To facilitate national conferences/gatherings on mission / evangelism in order to share good practice and celebrate success
 - To promote church planting
 - To provide a forum for discussion of 'thorny' issues relating to matters such as church planting
 - To defend and advocate an apologetic for conversionism
 - To cooperate with EA and other national networks wherever possible
 - To participate in public square debate and the challenge of culture(s)
 - To challenge the evangelical constituency to retain a focus on mission and evangelism as a 'permanent priority'
 - To help evangelicals pursue evangelism as part of a commitment to the church
 - To help evangelicals keep an international/ global perspective on mission/evangelism
- (B) **In order for mission and evangelism to flourish CEEC will facilitate Biblical teaching and equipping.** Our 'dream' here would include some/all of the following:
- To commission resources (papers or YouTube videos) on live issues facing local church leaders
 - To promote resources from within the evangelical constituency across the whole constituency
 - To offer local church leaders a response to key church Reports
 - To facilitate the establishment of working/study groups on key issues
 - To circulate good reading/resource lists for different audiences (clergy, lay leaders and general evangelical population)
 - To facilitate 'road show' evenings around the regions/dioceses re relevant issues
 - To help evangelicals understand and celebrate their unity / identity
- (C) **In order for mission and evangelism to flourish CEEC will advocate the presence and engagement of evangelicals in the structures and life of the Church of England.** We dream of some of/more than the following:
- Development of an evangelical talent pipeline for appointment to posts of archdeacons/deans/bishops
 - Help / support the nomination of leading evangelicals within dioceses for episcopal consideration
 - The coaching and mentoring of evangelical leaders for wider ministry in the Church of England
 - Galvanise evangelicals in local churches to elect evangelicals for deanery, diocesan and General Synod
 - To catalyse diocesan and national meetings between evangelical leaders and bishops
 - To resource evangelicals in dioceses prior to and during vacancy in See.
- (D) **In order for mission and evangelism to flourish CEEC will promote and pursue unity amongst evangelicals. In practice this might require CEEC to:**
- Facilitate gatherings of evangelical leaders in regions/dioceses

- Encourage more interchange amongst existing networks (pulpit swops, prayer for each other, inviting to leadership meetings)
- Galvanise national prayer around evangelical concerns
- To develop a strategy for offering both visible and informal support for evangelicals experiencing discrimination and/or opposition from church or other sources
- To prepare a strategy of support for evangelicals who feel forced out of the Church of England
- To be a link with EFAC
- To provide a forum for the resolution of debate/disagreement within the Evangelical constituency