

## Job Profile

<b>Title:</b>	Director of Spring Harvest (temporary)
<b>Term:</b>	6-8 month contract to cover maternity leave
<b>Hours:</b>	Minimum of 3 days per week (24 hours)
<b>Team:</b>	Spring Harvest
<b>Responsible to:</b>	Group CEO
<b>Location:</b>	Home-based, with a minimum of 2dpw working from the offices of Essential Christian, 14 Horsted Square, Uckfield, East Sussex. TN22 1QG

### Main Purpose of the Job

To bring strategic and visionary leadership to Spring Harvest, working in close collaboration with the Spring Harvest Planning Group to develop theme, programme and creative content for the annual event. To oversee delivery of the event with the support of the Head Office team. To champion the vision for Spring Harvest creating a space for people to encounter God, be inspired by His word, and have their lives and communities transformed by the work of the Holy Spirit.

### Event Activities

Ideally, to become, over time, the voice and face of Spring Harvest, speaking to camera for promotional videos social media posts, participating in radio interviews, representing Spring Harvest in an ambassadorial capacity at other Christian events, and undertaking a public-facing role at Spring Harvest events.

### Position in the Organisation

- Reporting to the Group CEO for Essential Christian
- Member of the Spring Harvest Planning Group
- Member of the Senior Management Team
- Member of the Event Coordinators Team
- Line-manager for small team of administrators

### Occupational Requirement

This role has an occupational requirement for the post holder to be a committed Christian seeking to grow in their discipleship, and a regular worshipping member of a Trinitarian Christian church, with awareness of the Christian constituencies we seek to serve.

Given the Christian ethos of Essential Christian, and the nature and context of this role, continued employment is dependent on adherence to the Evangelical Alliance Basis of Faith, working consistently within Essential Christian's Ethos Statement, and life being led in accordance with the teaching of the Bible.

# Job Description

## Director of Spring Harvest



### Key duties and responsibilities

- To bring strategic, innovative and visionary leadership to Spring Harvest's events and activities.
- To participate as a member of the Spring Harvest Planning group and bring theological input into developing theme, programme and creative content for the event.
- To oversee the delivery of the annual Spring Harvest event with the support of the Head Office team.
- To champion the vision for Spring Harvest; creating a space for people to encounter God, be inspired by His word, and have their lives and communities transformed by the work of the Holy Spirit.
- Ideally, overtime, to become the voice and face of Spring Harvest, speaking to camera for promotional videos and social media posts, participating in radio interviews, representing Spring Harvest in an ambassadorial capacity at other Christian events, and in public-facing roles at Spring Harvest.
- To facilitate Spring Harvest Planning Group meetings and ensure outcomes are executed.
- To issue initial invitations to speakers, team leaders, worship leaders etc. to participate at the event.
- To create content around the theme in liaison with the Spring Harvest Planning Group, sourcing speakers, seminar content, worship leaders, and extra-curricular activities on resort.
- To manage an annual budget.
- To participate as a member of the Essential Christian Senior Management Team, Event Coordinators meetings and Event Leadership Team meetings at the event.
- To work with partner organisations in developing content and exposure at the event.
- To work with internal teams on content delivery, with consideration for logistics, cost, administration, health and safety and technical requirements.
- To plan and execute daily schedules across multiple sites simultaneously.
- To procure digital content for the annual online event as well as for EC-GO year-round.
- To oversee the delivery of the annual Autumn tour for Spring Harvest.
- To liaise with book publishers to coordinate the publication of the annual theme book and workbook.
- To liaise closely with the Digital Transformation and Marketing team throughout the year.

### Line Management Responsibilities

- To line-manage a small team of staff, holding regular team and one-to-one meetings, and to manage work schedules to ensure deadlines are met.
- To create an open and professional environment where staff are empowered to take decisions and encouraged to provide feedback.
- To conduct regular performance reviews with key performance indicators that seek to bring ministry growth, revenue growth and personal growth to individual staff members.
- To ensure adequate staffing cover during peak conference and holiday seasons, authorising holiday requests and timesheets in accordance with company policy.

### Spiritual

- To take an active part in the prayer life of the organisation, participating in weekly staff prayer meetings and retreat days to aid spiritual refreshment and envisioning.
- To attend staff meetings to ensure consistency of communication across the organisation and ownership of the vision and purpose of Essential Christian.
- To contribute to a culture of mutual Christian encouragement in relationships and working practices, upholding Christian standards in accordance with the teaching of the Bible.



# Person Specification

Director of Spring Harvest



## The Candidate

- A committed Christian, seeking to grow in discipleship, and a regular worshipping member of an evangelical Christian church.
- A subscriber to the Evangelical Alliance Basis of Faith.
- A good understanding of the evangelical Christian faith, preferably theologically trained.
- Well-connected within the Christian communities Spring Harvest seek to serve.
- Recognised and respected as a leader within the national Christian community.
- A competent and visionary team leader.
- A professional, with proven project management experience, preferably within the charitable sector.
- A capable communicator and creative copywriter.

Person Specification



## Terms and Conditions of Employment

<b>Job Title:</b>	Director of Spring Harvest (temporary)
<b>Contract Status:</b>	Part-time, temporary, maternity cover 6-8 months
<b>Working Hours:</b>	24 hours per week (8 hours per day, Monday to Friday) To include 1 hour paid lunch break per day. Additional hours when preparing for and working away at events
<b>Annual Leave:</b>	15 days per annum + 5 Statutory Bank Holidays (8 Bank Holidays, pro-rata) + Recovery day for each 7 consecutive days worked at events
<b>Company Sick Pay:</b>	23 days per rolling 12 month calendar period
<b>Salary:</b>	On application. Depending on experience.
<b>Workplace Pension:</b>	Employer's contribution of 5% of salary Minimum employee's contribution of 3% of salary
<b>Group Life Assurance:</b>	Lump sum benefit of 2 times salary payable to next of kin, In the event of death, subject to qualifying criteria
<b>Probationary period:</b>	6 months, with interim review at 1 month and 3 months
<b>Notice period:</b>	1 week, increasing to 3 months on satisfactory completion of probationary period

# Employment Terms