



HEAD OF INITIAL TRAINING

Application Pack

BE THE TRAILBLAZER
ACTIVATE CHANGE
STRENGTHEN LIVES
BUILD COMMUNITIES
EMBRACE THE CHALLENGES
BE THE HELPING HAND
FAITH TAKING ACTION
PURPOSEFUL ACTION
REAL PEOPLE
REAL FAITH
RISK TAKERS

What is the role of Head of Initial Training?

This is an exciting opportunity to provide strategic leadership for Church Army's Initial Training programme and help shape the next generation of commissioned Evangelists and Pioneers.

As Head of Initial Training, you will lead a committed training team and play a key role in ensuring that our formation, teaching and equipping enable Evangelists and Pioneers to thrive in a rapidly changing church and mission context. You will bring together theological education, creative teaching, formation and practical mission, ensuring that our training remains both academically robust and deeply rooted in the realities of ministry.

Working closely with the Director of Mission and Evangelism, the Vocations and Network Team, dioceses and our external partners, you will develop strong relationships and pathways that support people from discernment and training through to deployment. You will also help Church Army respond creatively to emerging needs across the Church, positioning us as a leading provider of training in evangelism and pioneer ministry.

This is a role for someone who is passionate about developing people, confident in leading teams and excited by the possibilities of theological education and digital pedagogy. You will need to be an excellent communicator and teacher, able to inspire others, build strong relationships and lead with both vision and practical focus.

At the heart of this role is the opportunity to equip and inspire people to make a meaningful difference through evangelism and pioneer ministry. You will help Church Army fulfil its vision of seeing everyone, everywhere encounter God's love and be empowered to transform their communities through faith shared in words and action.

Hayley Matthews
Director of Mission and Evangelism

JOB DESCRIPTION

Job Title:	Head of Initial Training
Responsible To:	Director of Mission and Evangelism
Responsible For:	Initial Training Team Diocesan Relationships
Relating To:	Lead for Resourcing Evangelism Apprenticeship Programme Lead Vocations & Network Team
Purpose:	• To generate strong relationship pipelines for commissioned evangelists and pioneers through Anglican Dioceses across the UK and Ireland; • To oversee the work of the Initial Training team, including reviewing and re-shaping training to meet the needs of strategic, and commissioning/deployment requirements. • To create Commissioned Evangelists and Commissioned Pioneers who are reflective practitioners and engage in lifelong learning through Continuing Ministerial Development. • To develop Evangelists and Pioneers who can deliver Faith Empowered, Envoy and other Church Army deliverables locally and contextually.
Objectives:	1. Under the leadership of the Director, to oversee the strategic direction and leadership in the development of Initial Training; 2. To lead the Initial Training team ensuring delivery in line with the requirements of the Church Army Board, Durham University (Common Awards) and the Church of England, Episcopal Church of Scotland, Church of Ireland and Church in Wales National Ministry Teams; 3. To promote Church Army and in particular its training provision to the wider church; 4. To work with the Vocations and Network Team to support collaborative working on the discernment and deployment of Evangelists 5. To act as secretary to the Training Committee of the Church Army Board and ensure the periodic reviews are carried out appropriately; 6. To be an active member of the wider Mission and Evangelism Directorate, contributing to the emerging strategic vision. 7. To be an active member in the life of the Mission Support Team.

KEY RESPONSIBILITIES AND TASKS:

1. Under the leadership of the Director, oversee the strategic direction and leadership in the development of initial training:

- 1.1 To ensure that material delivered in initial training is appropriate and in line with Church Army vision and values.
- 1.2 To ensure that the training needs of EiTs and PiTs are met appropriately within the team.
- 1.3 Ensure all our training and equipping offers are developed and managed in such a way as to maximise income generation, whilst ensuring they remain accessible to a diverse audience.
- 1.4 To ensure that the training and equipping options across CA are promoted effectively to key stakeholders and the right audiences.
- 1.5 To prepare reports as required for Church Army or external partners.
- 1.6 To ensure that the learning and developments within training are fed back to shape learning and best practice within the organisation.
- 1.7 To manage the recruitment of staff and engagement of the training team as required.

2. Lead the Initial training team ensuring delivery in line with the requirements of the Church Army Board, Durham University and the Church of England Ministry Division (Episcopal Church in Scotland/Church of Ireland/Church in Wales):

- 2.1 To oversee the work of the Module Lead and Tutor to ensure that programme management and the teaching and learning material is in line with the requirements of Durham University and meet the needs of the training and formation of Church Army Evangelists and Pioneers; that module directors are appointed and each module reviewed after delivery; and that there is consistent and appropriate marking of all assignments
- 2.2 To oversee the work of the Formation Lead and Tutor to ensure that the effective selection and training of those who serve as Reflectors and local oversight.
- 2.3 To have day-to-day responsibility for all members of the training team, offering line management and support as required.
- 2.4 To lead team meetings as appropriate.
- 2.5 To represent Church Army on the oversight group of the Yorkshire Theological Education Partnership.
- 2.6 To oversee all of the initial training weekends including all aspects of teaching and pastoral care, and with the assistance of the administrators ensuring that hospitality and catering needs are in place.
- 2.7 To ensure Church Army initial training responds to requests from Ministry Division, prepares for the periodic external reviews and, working with the Director, to lead on responses to those reviews.

3. Promote Church Army and in particular its training provision to the wider church:

- 3.1 To keep abreast of developments in theological education across the Anglican provinces in these islands;

- 3.2 To work with the Director and the SLT to position Church Army as a leading provider for training in evangelism.
- 3.3 To work with the Director and the Vocations & Network Team to ensure complementary options for training and equipping in evangelism are researched, innovated, developed, offered, and promoted effectively.

4. Work with the Vocations and Network Team to support collaborative working on the discernment and deployment of Evangelists

- 4.1 To liaise with the Lead Chaplain, and the Chaplain with responsibility for vocations, to help facilitate a clear flow of information between teams regarding discernment and deployment of Evangelists-in-Training
- 4.2 To work with the Chaplain with responsibility for vocations to help ensure the discernment process coheres with training provision;
- 4.3 Work collaboratively with the Director of Mission and Evangelism to determine appropriate individual training pathways and prepare candidates to begin training following acceptance by a Discernment Panel or deployment within a Diocese.

5. To act as secretary to the Training Committee of the Church Army Board and ensure the periodic reviews are carried out appropriately:

- 5.1 To work with the Training Committee Chair to set agendas and ensure papers are sent out on time;
- 5.2 To act as secretary to the meeting;
 - 5.2.1 To ensure Training Committee decisions are followed up;
 - 5.2.2 To present to the Church Army Board when appropriate under the direction of the Director and the Chief Executive
 - 5.2.3 To ensure that the reports for the training review panels are prepared and circulated on time.

6. Be an active member of the wider Mission and Evangelism Directorate contributing to the emerging strategic vision:

- 6.1 Work with the Director of Mission and Evangelism and senior colleagues in the Directorate to facilitate change in working practices and team culture, particularly in relation to digital pedagogies.
- 6.2 To work with colleagues in the wider team to disseminate learning, good practice and ensure learning is shared.

7. To be an active participant in the life of the Mission Support Team

- 7.1 Be an active member of the Mission Support Team, sharing in the life, objectives, and shared practices of the team.
- 7.2 Attend and take part in regular Mission Support Team gatherings.
- 7.3 When working at our Pennine 5 Offices, share in the general responsibilities of all staff regarding welcoming visitors, dealing with post, handling phone calls, and enquiries as required.

General:

- To undertake any such duties as are commensurate with the post at the direction of the line manager or their senior.
- To be an active member of the Mission and Evangelism directorate team, participating in regular team meetings, meetings with members of the team as need arises, sharing in the development and work of the team as well as actively engaging in the life of the team;
- To attend an annual appraisal and regular one to ones with the line manager;
- To undertake any training as required for the role as identified in an appraisal or supervision;
- To adhere to Church Army's contractual and non contractual policies at all times. These are as outlined in the Staff Handbook and on Church Army's intranet document library;
- To act in the best interest of Church Army at all times.

PERSON SPECIFICATION

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below.

Essential	Desirable
Experience	
Substantial experience in teach adults	Experience in a pioneer ministry setting
Experience of leading teams including line management and vision setting	
	Experience in building relationships with funding partners
Knowledge and understanding	
A Master's degree or equivalent, in theology	Post graduate qualification in adult education
An understanding of the structures of the Anglican Church in the UK and Ireland	
A strong understanding of Pioneer ministry and its part in the mission of the church	
Skills, abilities and attributes	
An excellent communicator with experience in delivering presentations and contributing to reports	

A creative thinker, able to create new and engaging ways of teaching	
A gifted teacher, able to explain difficult concepts to those with varying levels of educational ability	
Strong interpersonal and networking skills	
Approachable, able to build strong relationships with the team and provide appropriate support	
Confident using IT	
Able to meet deadlines and prioritise workload	
Facilitation skills, able to encourage healthy discussion and debate within a group	
Approachable and able to build a strong team with varied responsibilities	
Professional and hardworking, committed to giving your best and delivering to a high standard and able to represent at a senior level	
A committed Christian able to lead a team in a Christian organisation and able to model the values of Church Army which are the values of the team.	
Able to work some weekends and evenings as required for training weekends.	

Training Opportunities

At Church Army, we believe ongoing learning is an important part of doing your role well, and we encourage everyone to keep developing their skills over time. You'll have regular 1–2–1s with your line manager, opportunity to set developmental objectives with your line manager, access to support when you need it, and the chance to take part in learning and development where it's relevant to your role. You'll also benefit from being part of a supportive team within a national charity.

TERMS AND CONDITIONS

Location	Sheffield. We currently offer a 60/40 office/home across a month.
Salary	£47,467 per annum
Hours	37.5 hours per week with some weekends and flexibility as required for Training weekends and other relevant requirements.
Pension	Church Army is an auto enrolment employer. If you are eligible for pension contributions, you will be enrolled into a qualifying scheme, and minimum pension contributions will be made by the employer.
Annual Leave	25 days plus bank holidays. Some days are compulsory leave over Christmas when the office is closed.
Contract Type	Open-ended (permanent)
Notice Period	12 weeks (after probation period)
Probation Period	Four Months
DBS Requirement	A DBS check is not required for this post. However, all staff are expected to read and comply with Church Army's Safer Ministry Policy. Everyone in Church Army whether a staff member, volunteer, Evangelist, Evangelist in Training is responsible for making sure that Church Army has a safe and healthy safeguarding culture. We are committed to protecting the vulnerable and ensuring the highest possible safeguarding standards. We expect everyone in Church Army to be familiar and comply with our Safer Ministry Policy, undergo any safer recruitment processes, and report any concerns or behaviours they don't think are right to a member of the safeguarding team: safeguarding@churcharmy.org, or someone they trust.
Occupational Requirement	Due to the responsibilities of the role, there is an occupational requirement under the Equality Act 2010 that the post holder has an active faith in Jesus, demonstrated by an involvement in a local church and agreement with the vision and values of Church Army.

Staff Benefits

- Access to Unum Help@Hand (EAP) including their Benefit Hub
- Access to Cycle to Work scheme
- Free Mortgage Advice
- Group Life Insurance (Death in Service Benefit)
- Specsavers Eye Test Vouchers
- Flu Vaccines

WHAT MAKES US CHURCH ARMY

Our Vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

Our Values



Everything we do is underpinned by our GRACEUP values:

Generous - We believe God is generous and we want to model that generosity to others.



Risk-taking - We have a long heritage as a pioneering movement, taking calculated risks and giving our staff permission to try new things.



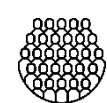
Accountable - We are accountable to God and others, and we want to be reliable and responsible to high professional standards.



Collaborative - We are committed to partnering with others who share our values; we believe collaboration enhances the potential and outcomes of our work.



Expectant - We are hopeful, expecting God to do new things through our frontline work and the Church Army community.



Unconditional – We believe God loves everyone and every person is significant in His eyes. We serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.



Prayerful - We listen to God through prayer, and we want to be obedient to Him. We want to be like Jesus in all we do.

Working with Us

We aspire to see our teams reflect the communities they serve, and to have a diversity of people and views reflected across our organisation. We are a Christian charity working with people of all faiths and none. We ask that our team, where being a Christian is not a requirement, to respect and be sympathetic to our history, work, vision and values.

We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are an equal opportunities employer, and we do not discriminate on the basis of any characteristic, including those protected by the Equality Act.

APPLICATION PROCESS

If you would like you to find out any more about the role, please contact us on recruitment@churcharmy.org

To apply, please submit a **Church Army Faith-Based Application Form** which is attached to the advert for this role.

Closing Date: 9am on Friday 18th September 2026

Interview date: Thursday 1st October 2026 (Sheffield)

What to expect from our Recruitment Process:

- Email your completed application form on our website, **in word format**, to recruitment@churcharmy.org
- One of our team will acknowledge your application
- Applications are shortlisted against the person specification
- You will be contacted as to whether you have been invited to interview

Anonymised Recruitment

- We ensure that everyone is treated equally and fairly, and recruitment decisions are based solely on job-related criteria. We operate an anonymised process where personal details including your name, age, ethnicity, religion, gender, and contact details are not shared with the hiring manager. Once you are invited to interview the hiring manager can see basic details such as your name and contact details.

Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- Successful completion of a probationary period
- Two satisfactory references, including your most recent employer

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.

Safeguarding in Recruitment

Our responsibility to protect and safeguard those who are vulnerable is of paramount importance to who we are (values) and what we do (vision). We will do all that we can to make sure that we recruit safely and fairly, and we will appropriately train those in positions of trust. That means safe recruitment, supervision and training for all those who work with children, young people and vulnerable adults, and thorough provisions to ensure the safety of our activities. We believe following safer recruitment practices is a key part of keeping people safe. This goes beyond ensuring people have police checks. We follow the Church of England Safer Recruitment and People Management Guidance in the recruitment processes of those joining Church Army in paid or volunteer positions.