



BELFAST BIBLE COLLEGE

INFORMATION PACK

Engagement Officer

This job will be of interest to anyone who enjoys engaging with people and encouraging them to deepen a relationship with God through theological education.

CLOSING DATE:

Completed application and monitoring forms must be submitted no later than 6th October 2021 at 12 noon.

WELCOME TO APPLICANTS

Thank you for your interest in working with Belfast Bible College.

ABOUT US

Vision & Ethos

Belfast Bible College is an evangelical interdenominational College, seeking to serve the Church both at home and overseas. We are committed to providing theological education which equips 21st century disciples for living out their faith in today's world. We are passionate about providing education which combines academic rigour, practical outworking and committed discipleship. We aim to help our students develop as creative and reflective thinkers and practitioners who are enthusiastic about life-long learning and personal development.

The College community of staff and students meet together regularly during the teaching semesters both in small groups and altogether for worship, prayer and fellowship. Integral to the student experience are opportunities for service and ministry within and beyond the college campus. Students undertake diverse practical training placements on a weekly basis and serve for more intensive blocks of time in various contexts and locations from here in Northern Ireland to the farthest corners of the earth. These placements provide opportunities to put into practice what they are learning in their course and to enhance that learning by experience and reflection on that experience.

The College currently offers a wide range of programmes from short courses to Postgraduate Programmes. The majority of our full-time students, around 100, are enrolled on our Undergraduate Programme which is validated by the University of Cumbria. This programme captures the distinctive ethos of BBC with its emphasis on combining study, devotion and practice achieved through the structure of the degree, the modules offered each year and the commitment of those involved in lecturing on the programme to the overall aims of the college.

In 2020 we launched the Transformation Project with courses, events and conferences to resource the wider church. We hope it will allow us to develop new and flexible options for people to increase their knowledge of the Bible and deepen their relationship with God.

We also have the Pastoral Care Course and Women's Study Fellowship which run during term-time. Both programmes have a long history of providing a welcoming and stimulating learning environment for people of all ages and from all denominational backgrounds.

Postgraduate studies are also available at Belfast Bible College and includes a Graduate Diploma and MA Theology degree. Our graduate diploma course is delivered in partnership with the University of Cumbria. The teaching is designed and delivered by the Bible College lecturers while the course is validated by the University of Cumbria to ensure it is of an appropriate standard.

The MA course has been officially validated since February 2018 by our university partner, the University of Cumbria. We have had a very successful working relationship with them on our undergraduate programmes and we are now working with them on this new Masters. The entire course is developed by the teaching staff of Belfast Bible College in consultation with a wide variety of Church, Mission & Ministry leaders. It is specifically designed to have high academic standards but also be very relevant to the developing needs of the Church in the UK, Ireland and Europe.

Belfast Bible College is a Christian organisation and we seek to reflect our Christian Ethos in the way that we value our employees.

We look forward to receiving your application.

ABOUT THE ROLE

We are looking to add to our Communications team an enthusiastic and welcoming person who has experience of engaging with Individuals and organisations to cultivate relationships and develop opportunities for the College. They will have excellent verbal communication skills and experience of engaging with audiences in person and online. The ability to create content for social media and the website would be a desirable skill along with knowledge of using digital communication tools such as CMS packages and Mailchimp.

They will share the vision of the College for creating educational programmes that equip students to be effective disciples of Christ in our contemporary setting and recognise the important role proactive engagement with individuals and organisations plays in fulfilling this vision. They will be able to demonstrate initiative and independent working and enjoy the challenge of developing new connections and opportunities for the College.

JOB DESCRIPTION

JOB TITLE: Engagement Officer

REPORTING TO: Communications Manager

JOB LOCATION: Belfast Bible College, Glenburn House, Glenburn Rd South, Dunmurry, Belfast, BT17 9JP. Northern Ireland

DATE DESCRIBED: September 2021

OVERALL PURPOSE OF THE ROLE:

To increase the opportunities for the College to engage with people who might be interested in studying theology and to encourage them to study with us. This role would manage all enquiries to study but it will have a particular focus on developing connections to people in the 16-25 years age bracket.

This will involve:

- Developing Proactive Engagement
- Responding to Enquiries and Following up
- Contributing to Content
- Coordinating Reception

- The post holder will have the skills to communicate effectively, an understanding of how to connect with people and organisations, and how establish and maintain good process to keep communications regular and up to date.
- They will need to be able to work alongside others within the Communications Team and also liaise with other College staff and students to develop content for communication.

KEY RESPONSIBILITIES:

The Engagement Officer will work under the Communications Manager to deliver quality engagement with people who want to study at and connect with the College.

Developing Proactive Engagement

- To work with the Communications Manager to develop and implement a proactive strategy for increasing the number of people interested in studying at the College.
- Develop an understanding of key contacts such as teachers, church leaders and youth workers who encourage people to study at the College and develop ways to engage and support them.
- Create and deliver materials that demonstrate the importance of studying theology, including developing presentations about the College and our courses.
- Attend and exhibit at different conferences, exhibitions, open days and careers fairs to speak to individuals interested in studying theology.
- Organise in person and online open days and information sessions about the courses the College has to offer.
- Assist in organising events and conferences at the College.

Responding to Enquiries and Following up.

- Respond to any enquiries to the College about courses - these may be emails, social media, phone calls or in person visits.
- Maintain records and up to date information of all people who make contact either at events or through enquiries.
- Follow up in a timely and appropriate manner for all enquiries.
- Send out Prospectus, course information and invites to events and open days to key contacts and enquirers.
- Create and post social media post relating to recruitment and send out bulk emails to advertise courses, update and maintain certain areas of the website.

Contribute to Content

- Be part of the communications team and use skills and talents to make sure there is regular content created to highlight the strengths of the College and our story for our online audience.

Coordinate Reception

- Ensure that there is a strong welcome to the College for all guests and visitors, that all phone calls and mail are appropriately managed.
- Manage volunteer receptionists, recruiting, training and scheduling to make sure there is appropriate cover.

Other Duties

- Undertake any other reasonable duties as commensurate with the aims of the post and as requested by management. Also we would ask all staff to take part in Staff meetings, Chapel gatherings, Connection Huddles and engage in the life of the College and assist in additional tasks that may be required for the smooth and efficient running of the College

This description is not intended to establish a total definition of the role, but an outline of duties.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications/academic achievements/education	A degree or equivalent qualification	A degree or equivalent qualification in an appropriate discipline (Theology, English, Communications, Marketing)
Experience	Experience of working in a role which engages directly with individuals to provide a professional representation of an organisation.	Experience of working in a communications role. Experience of speaking / teaching to a youth / student audience. Experience of representing an organisation on social media
Skills/knowledge	An active interest in communications and marketing Excellent interpersonal skills. Excellent verbal communicator. Ability to manage own time and meet deadlines A keenness to learn new skills A natural self-starter - ability to work well with only minimal supervision	Knowledge of some of the online tools we use e.g. Google Analytics, Later, Mailchimp, Website CMS, CRM Database Ability to create content using Adobe Creative Suite. Good written English skills Strong organisational and administrative skills
Christian Ethos	A willingness to embrace the overall purpose, ethos and values of the College and to participate in aspects of community life in a context where Christian prayer & other faith expressions are central to the workplace culture & practise A desire to engage with students in matters of faith	An understanding of the local Northern Ireland Church An understanding of church contexts internationally

GUIDANCE FOR APPLICANTS

We are committed to recruiting the best people to fill our vacancies in a fair and equitable way. An application form helps us to compare individuals on a like for like basis and for that reason we do not accept a CV and will not be able to process applications that are not completed fully.

Belfast Bible College is an equal opportunities employer and all appointments are made on merit. Short listing is carried out by assessing the information you provide in your application form against the requirements of the role as detailed in the Job Description & Person Specification. We reserve the right to enhance the criteria to aid shortlisting and, in the event, that we receive large numbers of applications only those that are shortlisted will be contacted.

Please be aware that by applying for this post you are consenting to Belfast Bible College processing the information you have provided for the purposes of recruitment and selection for this role. Further details are available in our Job Applicants Privacy Policy available on request from our HR department, please contact jdunlop@belfastbiblecollege.ac.uk

If you are not successful in your application, please do not be discouraged from re-applying; your skills and experiences may be what we need for our next vacancy. In addition we have a wide range of volunteering opportunities across various projects within the organisation.

RETURNING YOUR APPLICATION:

You can apply online via www.belfastbiblecollege.com/jobs2021

The deadline to submit your application is 6th October 2021 by 12 noon.

If you fail to submit a fully completed application on time, your application will not be processed. There are no exceptions.

CONTACTING APPLICANTS:

Belfast Bible College will be using email correspondence wherever possible to contact applicants. Where provided, we will always use email as our first choice of communication. Please remember, if you have placed an email on your application form, all correspondence will be sent by email.

You will receive an email acknowledging receipt of your application which you can expect to receive within one working day of submission – please contact us (before the closing date) if you haven't received an acknowledgement to ensure your application has been submitted successfully. Please also check your emails regularly, including your junk inbox.

INTERVIEW PROCESS

Please be advised we plan to run interviews for this position on 13th October 2021.

Please detail on your application form any holiday dates and outline other commitments which may restrict your availability to attend interview and we will try to accommodate you.

If shortlisted, we will contact you to let you know what the interview process will entail.

QUALIFICATIONS/EXAMINATION CERTIFICATES:

Unless otherwise requested, candidates are not required to bring proof of stated professional and/or academic qualifications to interview - you will however be required to produce these as a condition of any offer of employment.

MAIN TERMS & CONDITIONS

Job Reference Number: EO0821

Job Title: Engagement Officer

Contract Type: Permanent

Preferred Start Date: Immediate

Working Pattern: Typically 25 hours per week. Monday to Thursday. Will require some flexibility to work evenings and weekends.

Salary: To be disclosed on invitation to interview

Closing Date: 6th October 2021 at 12 noon.