

# Chief Executive Officer



The Trustees seek to appoint a new CEO who demonstrates:

- a passion for evangelism
- the ability to communicate and with good networking skills
- the ability to work within a team
- a Spirit-filled practical faith based on a solid foundation of prayer and personal time with God
- the ability to teach and train others in faith-sharing, particularly calling on his or her own journey for examples.

The five points above can be summarised as – *Christian maturity and commitment.*

Hebrews 13:13 is our governing directive. 1 Corinthians 2:2 reminds us of our core message.

To achieve this, the CEO works within the *Job Description*, and *Key Duties and Responsibilities* statement set out below:

## Job Description

<b>Job Title:</b>	Chief Executive Officer
<b>Hours of Work:</b>	To work the hours and days appropriate to the role. The expectation is for a nominal 35 hr pw.
<b>Location:</b>	Working from home, in the TFM office as needed and mission locations
<b>To Whom Responsible:</b>	Chair of Trustees



<b>Job Summary:</b>	<p>The role will require the post holder to;</p> <ul style="list-style-type: none"> <li>• implement the TFM Vision Statement (May 2018)</li> <li>• develop the strategies and relationships required to meet the objectives set out in the TFM Memorandum of Association</li> <li>• promote the prayer life of TFM, setting a personal example in this crucial element of TFM’s activities</li> <li>• “lead from the front” in terms of evangelistic mission</li> <li>• take a practical interest in all aspects of mission planning and preparation</li> <li>• when required, act as the “public face” of TFM (e.g. in media contacts, interviews etc) as the nominated delegate of the Chair of Trustees</li> <li>• manage the in-house Missioners and set the <i>Terms of Reference</i> for engaging with and managing partner organisations</li> <li>• take TFM forward to be relevant in today’s culture by providing strong strategic leadership and support, helping shape objectives and delivering plans and budgets</li> <li>• work to build up the team, both employed and active supporters</li> <li>• seek new opportunities for outreach, meeting church leaders and preparing and training local Christians in outreach</li> <li>• work to develop ongoing partnerships with both churches and other organisations</li> <li>• manage the staff, both mission and the administration side of the organisation through the office.</li> </ul>
<b>Term of Office:</b>	Permanent

**And how can anyone preach unless they are sent? As it is written: ‘How beautiful are the feet of those who bring good news!’**

**Romans 10:15 NIVUK**

## **Key Duties and Responsibilities:**

### **Leadership**

1. provide an annual strategic mission plan setting out objectives for the year(s) ahead (this becomes the “vision” statement in practical, tangible terms)
2. conduct/manage (including through delegation) discussions with mission partners, aimed at harmonious and productive mission encounters
3. take a practical and ‘professional’ interest in mission planning activities, delegating where appropriate but keeping your “finger on the pulse” in these deliberations
4. sign-off individual local mission plans, ensuring that mission teams know what is expected (these become ‘tactical’ implementation plans)
5. liaise with the Trustees on all aspects of running TFM, keeping the Trustees abreast of developments and fostering a sound working relationship with the Trustees
6. be the focal point for TFM in all its operational/mission tasks
7. influence the culture/ethos/ambiance of TFM, representing TFM to the “wider world”
8. be responsible for the delivery of plans and budgets, reporting and accountable to the Trustees. You will report formally on progress on a quarterly basis and participate fully in Trustee meetings.
9. lead, facilitate and manage the mission and administration teams in achieving the vision through their roles.

### **Communication**

1. CEO is the public face of TFM
2. CEO communicates with (or delegates responsibility for communications with) mission partners
3. leads communication within the TFM team and establishes the communications ethos for the organisation
4. actively promotes the work of TFM
5. encourages internal feedback and communication as an effective development tool and also externally to develop ongoing relationships and improve ways of operating
6. be proactive in ensuring a strong two-way communication approach is encouraged with team and key stakeholders

### **Prayer Partners**

1. CEO sets the 'flavour' of messages with this stakeholder group
2. develop the panel of prayer partners, both institutionally (i.e. with churches) and with individual prayer partner supporters
3. recognise and advocate the centrality of prayer to "enable" and "energise" everything that TFM does

### **Mission**

CEO will have these competencies and demonstrate these attributes:

1. mission planning – practical elements; the CEO approves local mission plans
2. an eye for detail; good time management skills
3. lead missions wherever practicable, recognising that some missions may be led by the Team Missionary and/or others
4. seek out mission opportunities
5. set up and manage a network of TFM Regional Representatives, ensuring adequate support and training for their role.
6. work with other agencies involved in outreach to develop outreach opportunities and collaboration.

### **Policy Compliance**

TFM's operating procedures are documented in accordance with charity law and general good practice. The CEO is responsible for ensuring policy compliance and demonstrates this to the board of Trustees.

1. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
2. All staff who have access to or transfer any data are responsible for that data and must respect data security and confidentiality and comply with current data protection law, in line with the TFM's policies. Data includes all data i.e. electronic, hard copies of printed data or handwritten data information of members, employee and financial etc.
3. The post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout TFM for maintaining accuracy and probity in the recording of the TFM's activities.
4. Perform any other duties that may be required from time to time.

## **Person Specification**

### **Essential**

- a Christian in good standing with their local church and the broader Christian community
- generally, as set out in 1 Timothy 3: 1- 15 and Titus 1: 5-9
- good communicator
- practical, hands-on experience of running evangelistic missions
- demonstrably a good “team player”
- ability to relate well to a massive variety of personalities and, especially, to understand the unique calling and roles of church leaders
- ability to communicate a passion and a strategy for mission - the why and the how
- safe and competent driver (there will be a lot of travelling)
- experience of and reliance in the power of prayer
- experience of preparing and participation in missions
- experience of people management and supervision

### **Desirable**

- experience of TFM missions and training
- experience of working with churches in preparing, delivering and following up a mission or outreach
- track record of implementing innovative and fruitful ideas for evangelism.
- experience of failure and the learning which resulted from it.

### **General**

- CEO to be generally IT literate; able to use MS Office programmes (or equivalent), communicate well via electronic means and, in particular, via social media
- Methodical. Detail is important.

### **Character**

In making an appointment the following criteria will be applied to assess the appropriateness of a candidate.

## **The Five 'C's'**

### **1. Calling**

This is the most important characteristic. The person must feel called to this work, above all else and any other role.

### **2. Competence**

The person must be able to demonstrate a competence based on qualifications and experience to be able to complete the role.

### **3. Chemistry**

There are key colleagues and the person must be able to fit into the existing team, get on with them and complement the skill sets and personalities already there.

### **4. Character**

Integrity, holiness and humility are needed; a recognition that God's help is needed to stay close to Christ.

### **5. Connection**

The person must be able to connect. The role requires interaction with a wide variety of people from the ordinary 'bloke in the street' right up to senior church representatives, such as Bishops. The person must be able to converse on all these levels.

This job description may be altered to meet changing service needs and will be reviewed periodically in consultation with the post holder. It should be noted, however, that the post-holder is designated as the CEO and this implies a wide range of delegated authority on a day to day basis, with both the TFM employees and CEO, together with the Trustees recognising their primary duty before God.

TFM is committed to Safeguarding children and adults at risk of harm with whom staff and volunteers come into contact. All staff (and voluntary missionaries) will comply fully with the Safeguarding policy or prevailing current legislation in this respect.

## **Through Faith Missions**

58 High Street, Coton, CAMBRIDGE CB23 7PL

01954 210239

email: [admin@throughfaithmissions.org](mailto:admin@throughfaithmissions.org)

Web site: [www.throughfaithmissions.org](http://www.throughfaithmissions.org)

Registered charity no. 801113 A company limited by guarantee. Registered no. 2350178

# TFM VISION STATEMENT



To preach the good news of the Kingdom in ways that are biblically faithful yet understandable to a post-modern generation

Exodus 33:18  
Luke 4:43  
Matthew 4:17

To work with and through partner churches, both to implement local mission objectives and to encourage those churches to capture the vision for evangelistic mission

2 Corinthians 8:23  
Philippians 1:3-6  
Acts 11: 27

To develop evangelistic approaches to assist partner churches to reach out to tomorrow's generation

Acts 17: 18-20  
Psalm 27:4

To live out Christ's great commission in a largely UK setting, with the objective of giving new believers a safe, sound and secure re-birth, whilst helping partner churches to nurture and disciple those who are young in the faith

1 John 1: 5 - 2:6.  
Acts 11:19-23, 25-26  
Acts 16: 1-3

To reach out strategically to men, noting that there is a long-term deficit of committed males in many individual churches, and yet males can positively influence their families to reach a saving faith in Jesus

1 Peter 3:7  
1 Corinthians 16:13  
2 Timothy 3:17  
Ephesians 5:23  
Colossians 3:19  
Joshua 1: 6-8

## FAQs about TFM

### What is TFM's main aim?

Hebrews 13:13 is our governing directive. 1 Corinthians 2:2 reminds us of our core message.

- to preach the good news of the Kingdom, in season and out of season
- to work wherever possible with partnering churches/other Christian missionary groups
- to devise and use Christian materials that best present the gospel to a post-modern era
- to model, promote and promulgate evangelistic *best practice* within the Body of Christ. TFM's vision is to be at the cutting edge of Christian missionary activity, and to deliver THE message that was once, for all, delivered to the saints (Jude, verse 3)

### What sort of missions?

- local missions – generally focused on a town and/or on particular partner churches
- main missions – larger scale, often county or region based, working in concert with partner groups such as, e.g., Churches Together or a regional diocese
- outreach to particular target groups e.g. youth, and people attending major sporting or cultural fixtures (an example might be the periodic mind, body, spirit, new-age type events)

### What is the focus of these missions?

- the full gospel, in the model delivered by the Lord Jesus (Kingdom focus) and the apostolic church
- repentance leading towards conversion / baptism
- working with like-minded churches in local areas, and always with churches prepared to nurture and disciple new converts, seeing them grown and develop within the Christian faith

Wherever the mission and no matter the setting, the aim is to go out to people beyond the Church and meet them on their home ground. There are a vast number of people who need to be reached with the gospel who never go near a church, nor even an Alpha course.

The local church is recognised as the primary body for evangelism, so the outreach is usually done with the local church(es), planning the programme devised locally, assisted by the incoming TFM team.

### **Who do TFM work with?**

- other, like-minded Christians – and certainly with those holding to a biblical faith
- voluntary missionaries who are prepared (a) to come under the accountability structure of TFM and (b) who are trained in a TFM preparation event (normally over a weekend)
- churches that subscribe broadly to TFM's basis of faith

### **Does TFM have a particular theology?**

- TFM is a Christian organisation in the evangelical tradition. We recognise Christ's words that He is the THE Way THE Truth and THE Life (John 14:6)
- TFM is determinedly Bible-focused and Bible-energised
- TFM recognises the potential validity of some aspects of theological interpretation that are (arguably) of secondary importance (e.g. interpretations of eschatology) and that secondary issues should not be a cause to break fellowship

TFM's basis of faith is set out, de minimis, in its Memorandum of Association. TFM also subscribes to the Evangelical Alliance (EA) Basis of Faith and the EA Evangelical Relationships Commitment, both readily available via the EA website.

### **When was TFM started?**

Through Faith Missions was founded by Rev Daniel Cozens in 1985, who had already been working as an evangelist for a number of years. The staff team has grown as TFM's ministry has expanded and developed.

### **How is TFM financed?**

TFM is a charitable trust, supported entirely by gifts, from individuals and from churches. We do not charge fees for our work although we do require the payment of expenses such as travel costs. We are also registered a limited company.

### **How is TFM governed?**

Like any other charity, TFM is governed by a Board of Trustees. Our annual report is available via the Charity Commission website. Also, as a limited company, TFM is registered with Companies House.