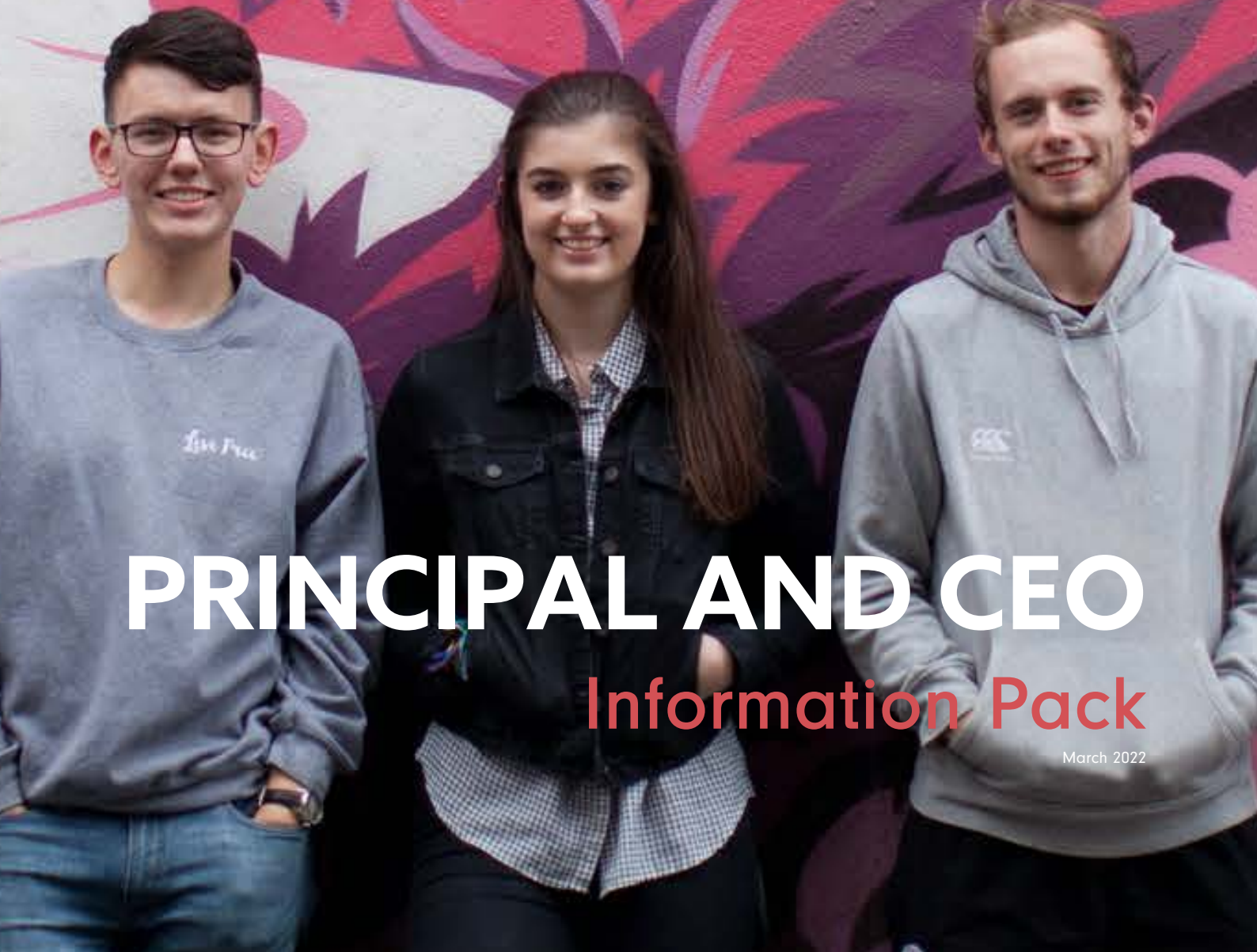




BELFAST BIBLE COLLEGE



PRINCIPAL AND CEO

Information Pack

March 2022

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INTRODUCTION

DEAR CANDIDATE

Thank you very much for your interest in the role of Principal and CEO of Belfast Bible College.

With a history stretching back three quarters of a century, our purpose is to equip 21st century followers of Jesus through theological education that fosters the ability to communicate the Christian faith intelligently and with conviction in word and action.

Ours is a community that takes its role in developing people's Biblical understanding and application, personal skills and character seriously. Belfast Bible College's students gain an appreciation for culture and context as well as a mission heart so they can embody the Gospel in all areas of life and facilitate others to do the same. We believe in the importance of spiritual formation alongside informed theological thinking and reflection to meet the challenges of discipleship in an increasingly secular society.

In this context we are looking for someone to lead our team in a changing environment; someone with strong leadership abilities and sound organisational skills and the ability to manage in a complex governance environment; with an affinity with the people they will lead; and who can embrace and manage change.

If that sounds like you, then we would love to hear from you. The recruitment process is being managed by our partners at Engage, so if you'd like to find out more, feel free to get in touch with them in the first instance. As well as the information in this document, our website at belfastbiblecollege.com is packed with more information.

With thanks again for your interest.

NORMAN MORROW

CHAIR



BELFAST BIBLE COLLEGE

WHO WE ARE

The college was founded as the Belfast Bible School and Missionary Training Home in 1943 by Robert and Rosalind McKnight. It is a non-denominational Christian training centre providing a wide range of full-time and part-time courses designed for students from diverse educational and cultural backgrounds.

The courses cover the full academic spectrum from three-month certificates to postgraduate degrees, as well as our Transformation programme which includes six weekly block evening classes, and our Women's Study Fellowship - a three-year Monday morning programme. The curriculum is Biblically based with a strong missionary and practical emphasis. The College, evangelical in approach and outlook, is characterised by an all-pervading sense of community and fellowship in which we seek to promote academic excellence, personal spiritual development and practical Christian service.



Over the years, the College has trained men and women for Missionary service and is encouraged to record that a good proportion of its former students are actively engaged in overseas missionary service in over 80 countries around the world. Recruitment of residential overseas students has been recently made more difficult, due to visa rules; however, the College has been adapting its teaching to facilitate online learning and has been successful in developing a blended learning approach. It is anticipated that the College will widen its reach locally and internationally through innovative application of technology working in partnership with other likeminded organisations.



WHAT WE DO

We want to make the study of theology more than just a discipline. It is about becoming a disciple of Jesus with the maturity and character required to impact the 21st century world. Our award-bearing courses are validated by the University of Cumbria; the College is regularly reviewed by the Quality Assurance Agency and meets the UK expectations in its academic standards and learning opportunities.

UNDERGRADUATE COURSES

Our Undergraduate courses start with developing an understanding of Scripture, then surveys how the Church has grown, changed and been influenced throughout history and goes on to look at what is happening in the world today. We need the Bible to permeate our thinking when it comes to practical areas of service and how we make the teaching of Scripture relevant to our towns, streets and homes.

Our **BA Honours in Theology** is a three-year full-time course or six years part-time. This course is suitable for overseas applicants.

The **HE Certificate in Theology** is designed to prepare men and women for Christian life and ministry. This one-year certificate programme combines academic study with practical learning, and is underpinned by discipleship and spiritual formation throughout the course

GRADUATE COURSES

Our one-year full-time (or two years part-time) **Graduate Diploma in Theology** allows students to study a range of theological topics and gain a breadth of understanding about the biblical studies, ministry, mission, and investigate many contemporary religious issues.



The **MA in Theology** is designed to deepen biblical knowledge and then apply it to ministry in the contemporary world. At the core of the MA are two foundational modules, 'Reading the Bible in the 21st Century' and Contemporary Trends in Church in Mission'. They form a starting point from which students are encouraged to explore a range of Biblical and Ministry subjects which best fit with their areas of interest. It is a two-year part-time course.

THE TRANSFORMATION PROJECT

TRANSFORMATION COURSES

These are a series of short courses that run throughout the year. This exciting new set of courses seek to equip and encourage students to develop their thinking, practice and living in such ways that this kind of transformation is both achievable and recognisable.

LEADERSHIP HUBS

These hubs provide an opportunity for leaders to come together and wrestle with issues and ideas that impact both how and why we lead.

These gatherings will be about shared learning where we can create connections for learning and growing wisdom. As part of these hubs we want to provide you with access to the library resources at the College to help you continue to learn and grow.

WISDOM LABS

This is where we investigate something or give space to allow wise thinking and practice to grow. It is about giving participants permission to stop, taking time to think and allowing space for wise responses to begin to develop.

ADDITIONAL BBC PROGRAMMES

WOMEN'S STUDY FELLOWSHIP

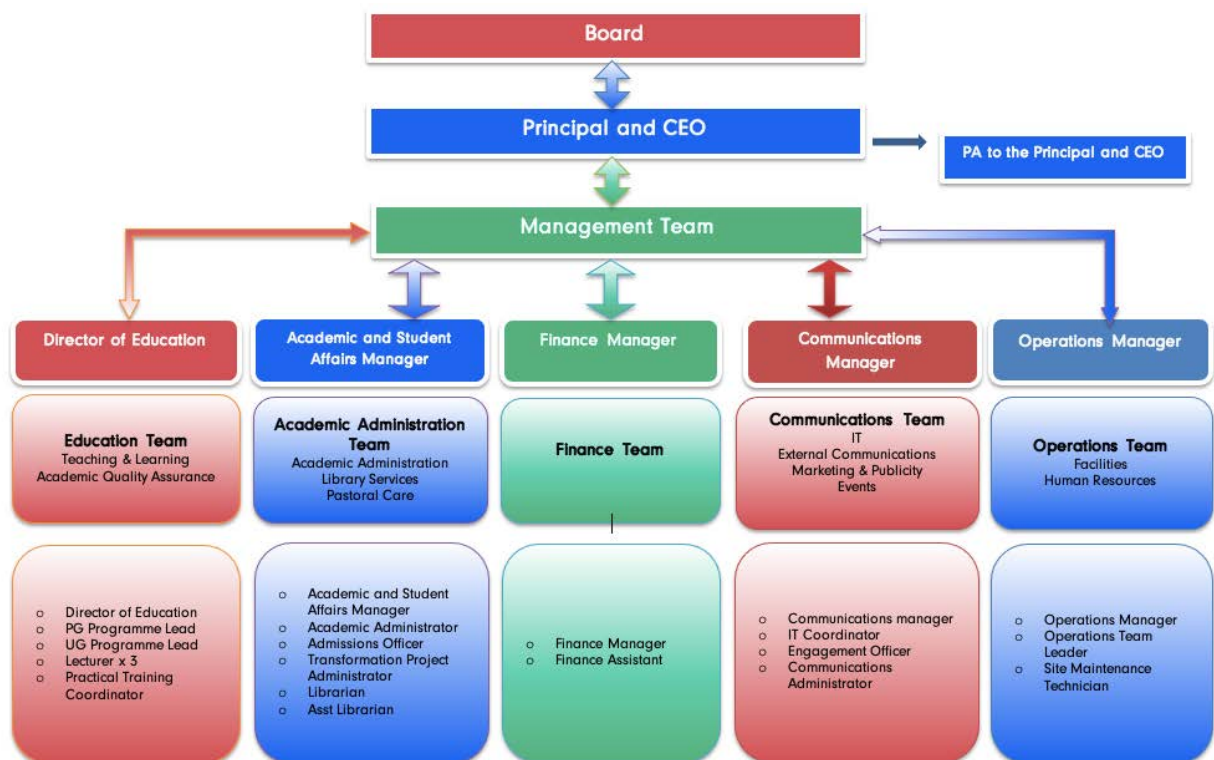
WSF brings together Christian women from a range of church backgrounds and with varied life experiences to share and study together in Belfast Bible College's unique setting. A typical Monday morning in WSF includes worship and prayer, biblically-based teaching by our team of experienced tutors and informal fellowship over tea or coffee.



PASTORAL CARE COURSE

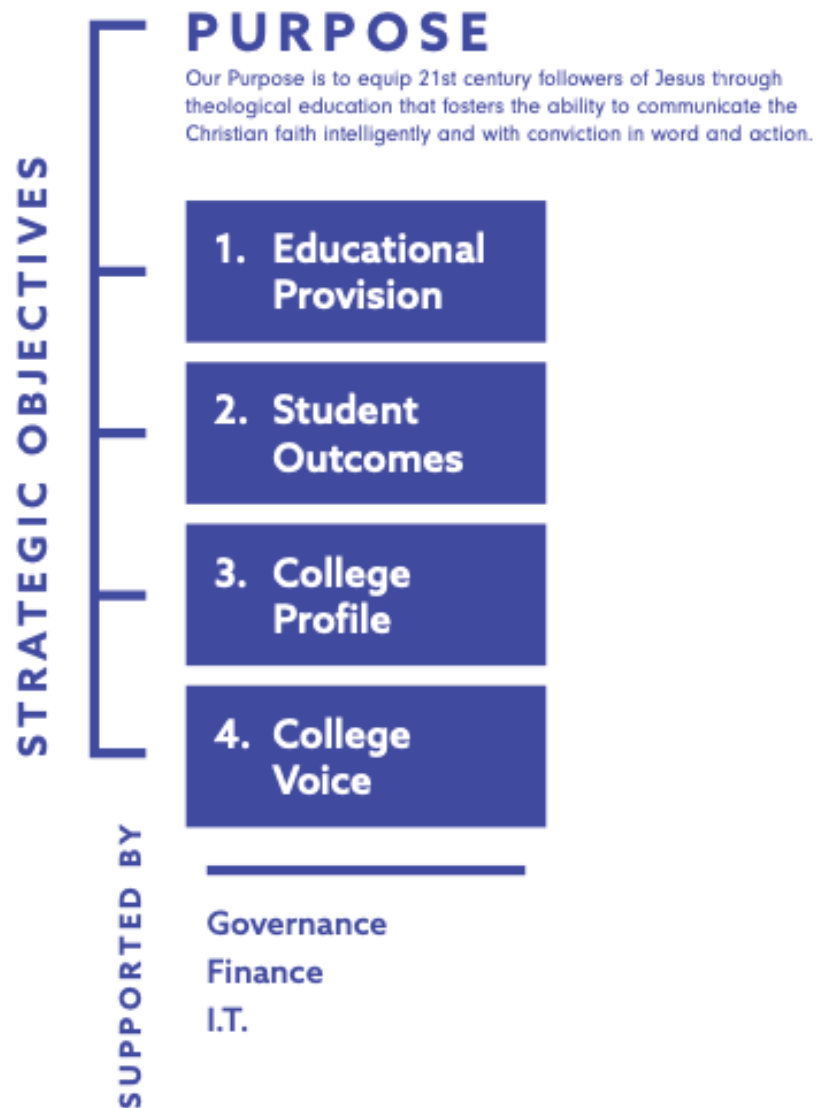
The course is designed for people who are involved or interested in becoming involved in offering pastoral care to people of any age facing a wide spectrum of challenges. If you're a Christian with a passion to care for others, especially those who are finding life difficult, this course is for you. It might not only increase your knowledge and skills but also change your heart. You will be brought on a journey from the biblical, historical and theological roots of pastoral care to principles for care that reflect the heart of God for others in contemporary contexts.

HOW WE'RE ORGANISED



STRATEGY

The following diagram illustrates the College's strategic objectives for the next five years (2021-2026) namely, its provision, outcomes, profile and voice supported through its governance, finance and IT functions.



You can download the full Belfast Bible College Strategy 2021-2026 by clicking this link:

[Belfast Bible College Strategy 2021-2026](#)

FINANCIALS

Here is a summary of our most recent annual accounts from September 2019 to August 2020. You can access our most recent three years' annual audited accounts from the links below.

	Notes	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
<u>Income from:</u>					
Donations and legacies	3	89,609	29,747	119,356	155,326
Income from charitable activities	4	798,517	-	798,517	859,822
Investments	5	772	770	1,542	1,391
Total income		888,898	30,517	919,415	1,016,539
<u>Expenditure on:</u>					
Expenditure on charitable activities	6	907,318	15,521	922,839	979,087
Net gains/(losses) on investments	10	-	(2,830)	(2,830)	(511)
Net movement in funds		(18,420)	12,166	(6,254)	36,941
Fund balances at 1 September 2019		1,268,829	46,179	1,315,008	1,278,067
Fund balances at 31 August 2020		1,250,409	58,345	1,308,754	1,315,008

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	11		971,585		1,013,645
Investments	12		11,839		14,669
			983,424		1,028,314
Current assets					
Debtors	13	32,184		22,993	
Cash at bank and in hand		522,668		402,604	
		554,852		425,597	
Creditors: amounts falling due within one year	14	(229,522)		(138,903)	
Net current assets			325,330		286,694
Total assets less current liabilities			1,308,754		1,315,008
Income funds					
Restricted funds	16		58,345		46,179
<u>Unrestricted funds</u>					
General funds	17	230,254		214,122	
Designated funds	17	1,020,155		1,054,707	
			1,250,409		1,268,829
			1,308,754		1,315,008

Annual Accounts to August 2020

Annual Accounts to August 2019

Annual Accounts to August 2018

MEET THE BOARD



MAUREEN BENNETT

CHAIR OF EDUCATION COMMITTEE

Retired Assistant Chief Inspector within the Education and Training Inspectorate. On the Governing Body of Stranmillis University College and Board of the CS Lewis Institute. Deputy Clerk of Session in West Church, Bangor.



NORMAN BLACK

Professor Emeritus Ulster University,
Interests: Apologetics; Ethics and Innovative Learning Methods



SARA GRAHAM

VICE CHAIR

NI Director for the charity Versus Arthritis, member of Windsor Baptist Church.



PAUL HENDRON

CHAIR HR SUB-COMMITTEE

Retired British Telecom director, member of Ballinderry Parish, Church of Ireland.



NATHANIEL JENNINGS

Ireland Area Representative for Christian charity OMF International, member of Orangefield Presbyterian Church.



NORMAN MORROW

CHAIR

Retired pharmacist and member of Finaghy Baptist Church.



MARTIN PITT

CHAIR OF FINANCE, AUDIT AND RISK COMMITTEE

Chartered Accountant and specialist in Finance, Audit, Governance and Risk Management. He is involved as a Board Member with a number of charities and public sector bodies.



JENNY SMYTH

Former long term mission partner in Uganda and South Sudan and is now based in NI working as CMS Ireland Mission Director.



DAVID WHEELER

Solicitor/Director in Hewitt & Gilpin Solicitors, member of Whiteabbey Presbyterian Church.

JOB DESCRIPTION

JOB TITLE:	Principal and CEO
REPORTS TO:	Belfast Bible College Board
RESPONSIBLE FOR:	Management Team
SALARY:	£41,000 - £46,000 subject to experience, plus 6% employer pension contribution
HOURS:	9am-5pm (with occasional evening and weekend work)
CONTRACT TYPE:	Full-time permanent
LOCATION:	Belfast
PROBATIONARY PERIOD:	Six months

BELFAST BIBLE COLLEGE BACKGROUND

Belfast Bible College is an interdenominational College that seeks to serve the Christian Church both locally and globally. Our purpose is to equip 21st century followers of Jesus through theological education that fosters the ability to communicate the Christian faith intelligently and with conviction in word and action. We want our students to gain an appreciation for culture and context as well as a mission heart so they can embody the Gospel in all areas of life and facilitate others to do the same.

Founded as the Belfast Bible School and Missionary Training Home in 1943, the College has a strong legacy and is seeking an innovative, energetic and focused leader to lead a new strategic phase, proactively building the College's educational offer, reputation and creating new opportunities for growth, locally, nationally, and internationally.

JOB PURPOSE

The role of the Principal and CEO of Belfast Bible College is, under God's guidance, to provide inspiring Christian leadership to all who work or study at the College and in relation to the following areas:

STRATEGIC PLANNING Systematically review and understand the external environment, including trends in theological education, and the College's provision with a view to recognising where change is required; acting as a catalyst for innovations that encourage growth and ensuring continuous quality improvement.

STUDENTS Create an environment where students attain high levels of learning and spiritual development in line with their potential and gifting.

STAFF Motivate and inspire staff to ensure the highest possible standards of education provision and create an environment in which they feel encouraged to innovate and develop both professionally and spiritually.

BUSINESS MANAGEMENT Oversee all operations and functions within the College, identifying and exploiting opportunities that will improve performance, fulfil the strategic and operational plans and ensure sustainable college operations.

BOARD RELATIONSHIP Ensure that the Board receives the information it needs to function effectively and to properly discharge its responsibilities.

EXTERNAL COMMUNICATION Communicate effectively with local churches, mission agencies and other stakeholders at home and overseas to build effective partnerships that fulfil the College's aims, promote its offer and realise its business potential.

COMPLIANCE Ensure that the College complies with its statutory and regulatory responsibilities.

STRATEGIC PLANNING

-  Create and execute a clear vision for the College that enables continuous improvement and growth in new areas that align with the College ethos of offering holistic theological education to all who seek to serve God.
-  Identify the key strategic challenges for the College and lead the strategic planning process, within the framework set by the Board.
-  Based on a proficient knowledge of Higher Education, present rational arguments for the strategic approach, assisting and advising the Board in determination of the educational character, vision, aims and financial sustainability of the college.
-  Develop and implement the strategic and operational plans agreed with the Board, ensuring they are underpinned by the College's core values, evaluated regularly against KPIs and outcomes are reported to the Board at regular intervals.

STUDENTS

-  Lead and empower the College's efforts on innovation and continuous improvements in the provision and quality of education, spiritual development and pastoral care.
-  Oversee the admission policy for students, student discipline and integration.
-  Encourage students to be enthusiastically pro-active in their learning, fostering critical thinking and research skills while developing both personally and spiritually.
-  Ensure the processes that determine the quality of curriculum development, teaching, learning, assessment, and innovation are rigorous and provide a robust basis for improvement while ensuring effective feedback to and support for students.

STAFF

-  Provide strategic direction and leadership for all staff, inspiring them to perform to the highest levels of their ability and in line with the direction set by the Board.
-  Encourage all staff to play an active role in the College's promotion and student recruitment.
-  Encourage academic staff to demonstrate the highest levels of teaching and pastoral care, nurturing both educational excellence and spiritual development.

- ✚ Ensure the provision of high teaching standards to suit a range of students, creatively maximising the available digital resources, coupled with face-to-face engagement.
- ✚ Ensure all staff are properly qualified and engaged with the strategic direction of the college, making provision for their training, development, motivation, and support while empowering them to innovate and enhance the college offer.
- ✚ Ensure appropriate goals are in place throughout the organisation, with quality and performance monitored and managed regularly.
- ✚ Foster an environment of trust and openness within the College through regular staff meetings, clear two-way communication and effective annual appraisals.
- ✚ Promote the college values together with the principles of equality, diversity and inclusion.

BUSINESS MANAGEMENT

- ✚ Be accountable for the development and delivery of annual business plans that will achieve the College's strategic objectives and targets, ensuring its ongoing sustainability.
- ✚ Foster good working relationships with the Universities that validate the College courses always ensuring the needs of the College are well served and that its obligations are appropriately met.
- ✚ Ensure that the College's management and HR processes, organisation and structures are reviewed regularly, fit for purpose and adhered to.
- ✚ Be accountable to the Board and Government Funding Agencies for the funding received by the College.
- ✚ Develop and implement innovative proposals for hospitality, accommodation, conferencing and other income generation opportunities to support the College's core business.
- ✚ Review and report to the Board, in conjunction with the Treasurer and Bursar, on the College's financial health through timely and suitable internal controls, budgetary control, monthly management and statutory accounts.
- ✚ Arrange for a regular review of the College's physical assets ensuring they are maintained in good condition and replaced when appropriate.

BOARD RELATIONSHIP

- ✚ Be accountable to the Board, through the chair, for all aspects of College operations and the achievement of targets.
- ✚ Ensure that the Board is provided with timely, accurate and relevant information, through both written and verbal reporting.
- ✚ Ensure that the Board is made aware of issues that might affect the good standing of the College and that guidance given by the Board on such matters is implemented.

- ✚ Ensure that working relationships and communication between the Board and the Senior Management Team are both effective and appropriate.
- ✚ Undertake any other reasonable tasks at the request of the Chairperson of the Board.

EXTERNAL COMMUNICATION

- ✚ Be an ambassador for the College, proactively communicating the mission, strategic direction and story of the College to increase its profile and ensure the College is appropriately and effectively represented at a local, national and international level and across a range of media.
- ✚ Develop and maintain external relationships with key stakeholders to enable the college to tailor and hone its provision in response to demands.
- ✚ Review and proactively encourage donations and support for the College through Trusts, Alumni and the Christian public, and take part in appropriate fundraising activities.
- ✚ Encourage the development of mutually supportive partnerships and alliances with alumni, churches, mission agencies and the Christian public that help to support the growth and sustainability of the College.
- ✚ Maintain and develop the College's partnerships with relevant accrediting institutions.

COMPLIANCE

- ✚ Review the College's Risk Register and ensure that risks so identified are minimised and reported on regularly to the Board.
- ✚ Ensure that the College meets its obligations to the Quality Assurance Agency (QAA) and the UK Visas and Immigration (UKVI)
- ✚ Ensure pensions, payroll and insurance regulations are adhered to and Companies House and NI Charities Commission obligations are met.
- ✚ Ensure that the College complies with current environmental, health and safety legislation.
- ✚ Comply with safeguarding, equality and diversity regulations, implementing and promoting related policies and procedures.

Higher and Further Education are ever-changing services, and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the remuneration associated with the post.

PERSON SPECIFICATION

ESSENTIAL

The successful candidate must meet the following essential criteria

PERSONAL

- ✚ Have a strong personal relationship with Christ
- ✚ Be in full agreement with the purpose and values of the College and its statement of Faith
- ✚ Have a strong commitment to mission both at home and abroad
- ✚ Demonstrate a commitment to the training and individual nurture of students
- ✚ Provide evidence of being an active church member in good standing

LEADERSHIP

Candidates will need to show experience of:

- ✚ Excellent organisational leadership and delivery in the context of a complex governance system which is subject to external scrutiny and challenge.
- ✚ Sound judgement and ability to make decisions under pressure.
- ✚ Being able to foster a culture of innovation and creativity.
- ✚ Commercial awareness/judgement and an ability to oversee effectively organisational finance and sustainability.
- ✚ Successful strategic planning, quality assurance and delivery of plans.
- ✚ Deploying, developing, leading, and successfully managing people and teams.
- ✚ Excellent communication and interpersonal skills with the ability to relate, motivate and influence at all levels, internally and externally.
- ✚ Building effective partnerships and developing business opportunities.
- ✚ Proven ability to manage time and work to deadlines.
- ✚ Initiating and managing change effectively.

ACADEMIC QUALIFICATIONS AND WORK EXPERIENCE

- ✚ Possess at least a Primary Degree (or equivalent) from a recognised University or appropriately accredited seminary or college.
- ✚ Have experience of senior management leadership for a minimum of three years.
- ✚ Demonstrate an effective understanding of the further and higher education sectors.
- ✚ Provide evidence of significant experience of successful pastoral or other Christian service.

DESIRABLE

- ✚ A postgraduate qualification in a relevant subject from a recognised University or appropriately accredited seminary.
- ✚ A theological degree from a recognised University or appropriately accredited seminary or college.
- ✚ An understanding of, and sensitivity to, the Church culture of Northern Ireland.
- ✚ Experience of managing a Christian organisation within the current Equality and Diversity legislative framework.
- ✚ A good working knowledge of the charity sector.
- ✚ Cross-cultural missionary experience and an understanding of the issues associated with working in a multi-cultural setting.
- ✚ Experience of teaching in a specialist subject area relevant to the college curriculum.

HOW TO APPLY

Please forward a CV together with a completed Supplementary Questions form available from www.engageexec.co.uk, ensuring you have included mobile and home telephone numbers.

The closing date is **Noon on Monday 7 March 2022**. Applications should be made by email to: patrick@co3.bz.

Interview dates are included in the timeline below. They are provisional and subject to changes resulting from Covid-19. There is the possibility that some or all interviews may take place by videoconference.

Contact Patrick Minne by email or on 07792 509003 if you have any queries about the role or the application process.

DISABILITY

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities".

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Patrick Minne so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

EQUAL OPPORTUNITIES AND THE OCCUPATIONAL REQUIREMENT

Belfast Bible College is an equal opportunities employer and will not unlawfully discriminate in its recruitment and selection procedures. In accordance with Article 70 of the Fair Employment & Treatment (NI) Order 1998, it is an occupational requirement that Belfast Bible College's Principal and CEO is a committed Christian in full agreement with the College's Statement of Faith as outlined below.

STATEMENT OF FAITH

The divine inspiration and absolute authority of the Old and New Testaments as the Word of God.

The eternal Sonship, Virgin Birth and Deity of our Lord and Saviour Jesus Christ.

The guilt and depravity of human nature in consequence of the Fall.

The substitutionary death of the Lord Jesus Christ and his resurrection as the only way of salvation from sin through faith affording salvation by grace through faith in Christ crucified and risen from the dead.

The personality of the Holy Spirit and the necessity of his work in regeneration and sanctification.

The personal return of the Lord Jesus Christ.

TIMELINE

CV, Supplementary Questions and Equality Monitoring and Criminal Convictions forms to be submitted

Noon, Monday 7 March 2022

First Interviews

Tuesday 15 March 2022

Second Interviews (may include a seen or unseen task)

Wednesday 23 March 2022

Final Interviews

Tuesday 29 March 2022



Please address any enquiries relating to the advertised position, and your submission, to Belfast Bible College's recruitment partners:

Patrick Minne

ENGAGE
EXECUTIVE TALENT

Tel: 07792 509003
Email: patrick@co3.bz

www.engageexec.co.uk



BELFAST BIBLE COLLEGE

Enquiries unrelated to this recruitment can be addressed to:

Belfast Bible College

Glenburn House, Glenburn Road South,
Dunmurry, Belfast, County Antrim, BT17 9JP

Tel: +44 (0) 28 9030 1551

Email: info@belfastbiblecollege.com

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