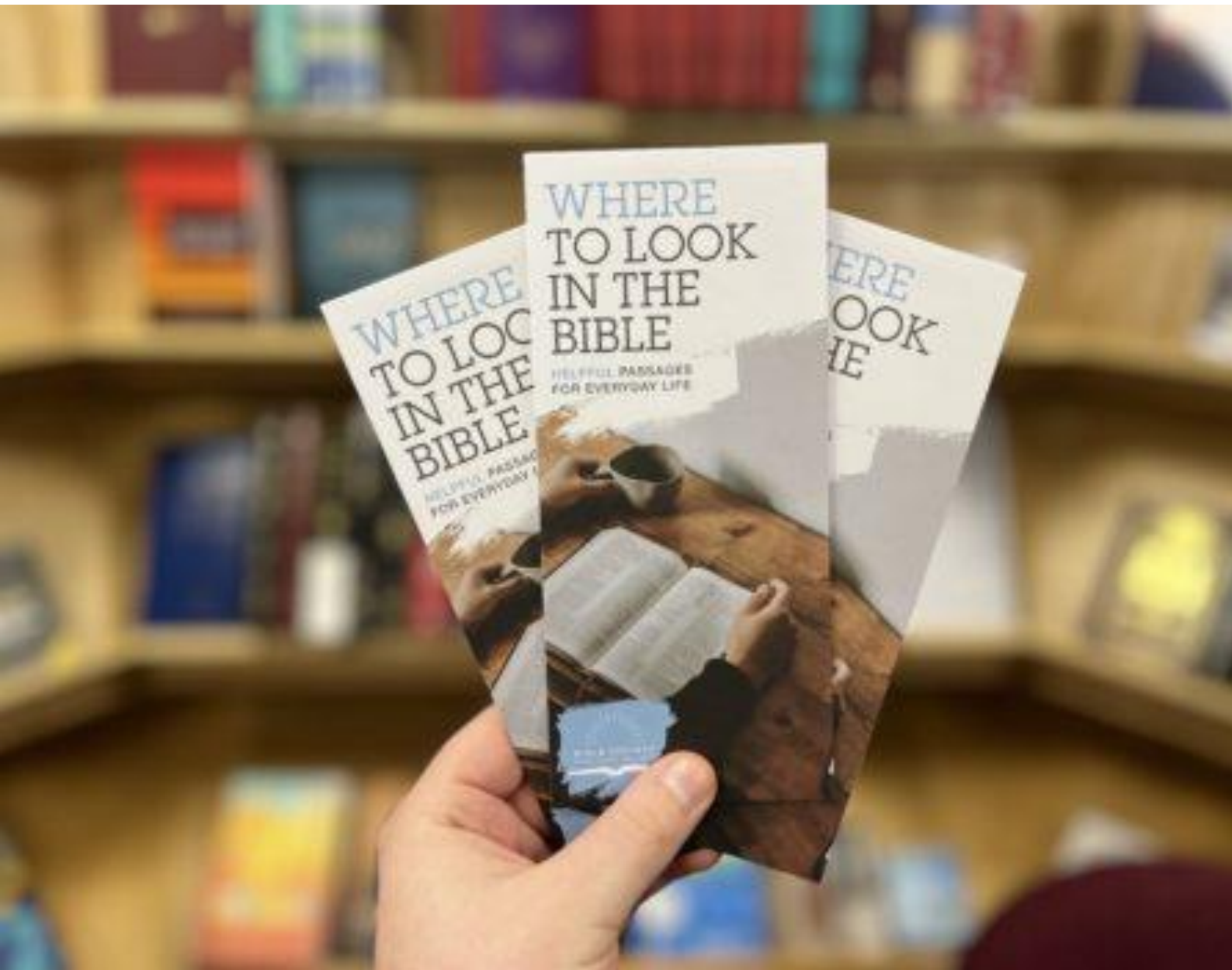




Chief Executive Officer

Information Pack

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Introduction

Thank you for your interest in joining our team here at the Bible Society in Northern Ireland and for taking the time to read and hopefully begin to work through this application pack.

We believe the Bible is key to people finding a living relationship with God through Jesus Christ. It is for that reason that we work to make scripture available to people in a variety of different countries and people groups around the world, as well as here at home in Northern Ireland. We work closely with the United Bible Societies so that together we can impact the greater number of people with God's Word.

Our Chief Executive sits at the very heart of our Bible mission activity in Northern Ireland and around the globe. They spearhead efforts that see the Bible translated, printed, distributed and taught all over the world; they work with our Board to set the strategic direction of an organisation with a rich history and respected reputation; they lead our diligent and talented staff team and partner with a network of exceptional volunteers; they work alongside denominations, churches and parachurch

organisations locally and globally; and they connect and collaborate with Bible Society colleagues from all around the world.

We hope and trust that this role represents a wonderful opportunity for a passionate and skilled individual to shape the work of our Society and to contribute to worldwide Bible mission.

We are working with our recruitment partners Engage whom you can contact in the first instance if you have any queries.

It is our prayer that the right person will be prompted to apply.

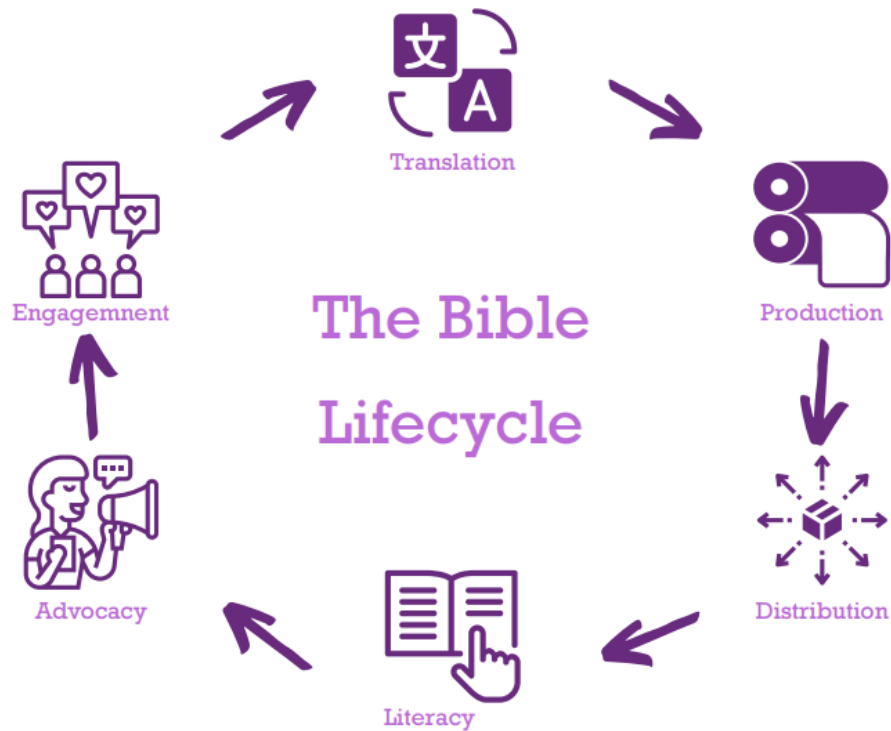
In Christ,

Colin Taylor
Acting Chair of the Board



Who we are

Bible Society activity started in Belfast in 1807. We are a long-established organisation that seeks to 'Reach Everyone with God's Word'. We are one of over 150 Bible Societies worldwide who form part of the United Bible Society global fellowship.



We raise both prayer and financial support for other Bible Societies around the world, supporting Bible Translation, Production and Distribution, Literacy work and also Bible Engagement and Advocacy. We also support Bible projects here in Northern Ireland, helping people here engage more with God's Word.



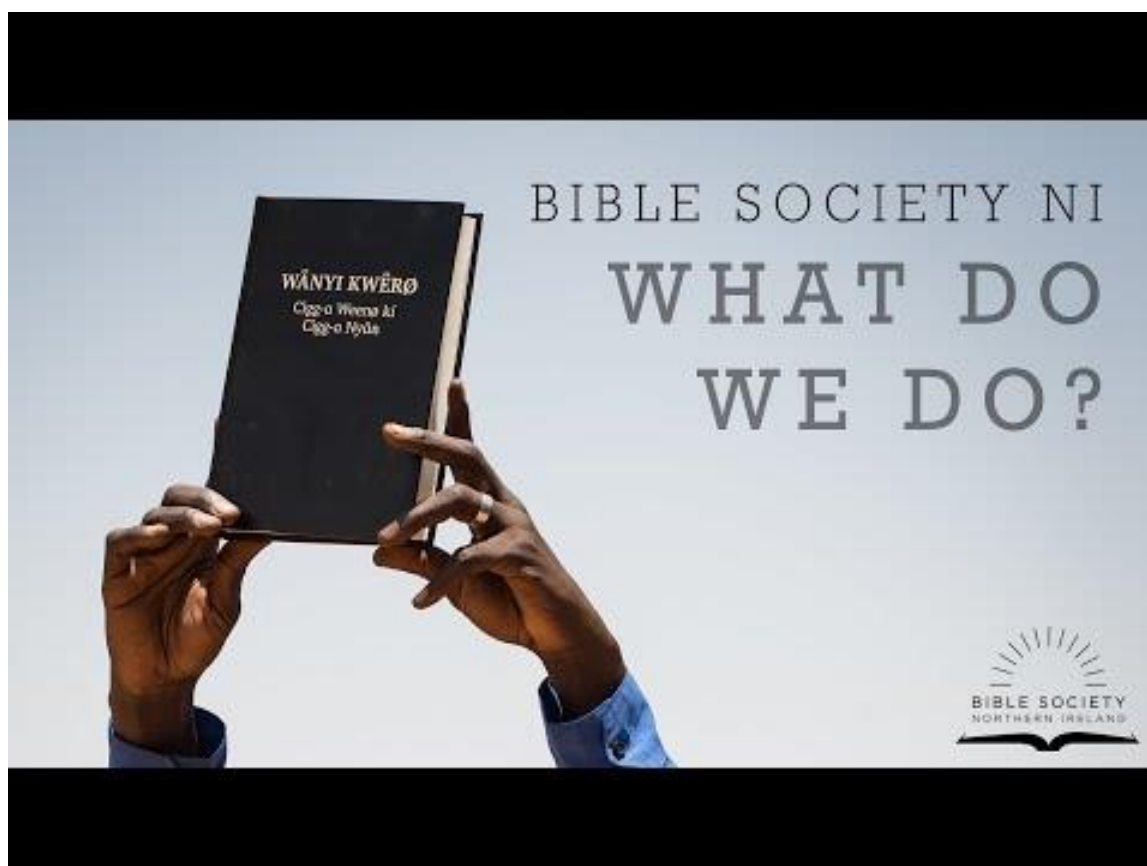
What we do

In 2024 we are supporting 44 different projects in 39 different countries, providing just over £400,000 for Bible translation, publication and distribution, for literacy work using the Bible as a learning tool and for Bible engagement and advocacy. We also support Bible engagement work here in Northern Ireland working in collaboration with others to increase Scripture access and engagement for children, young people and adults.

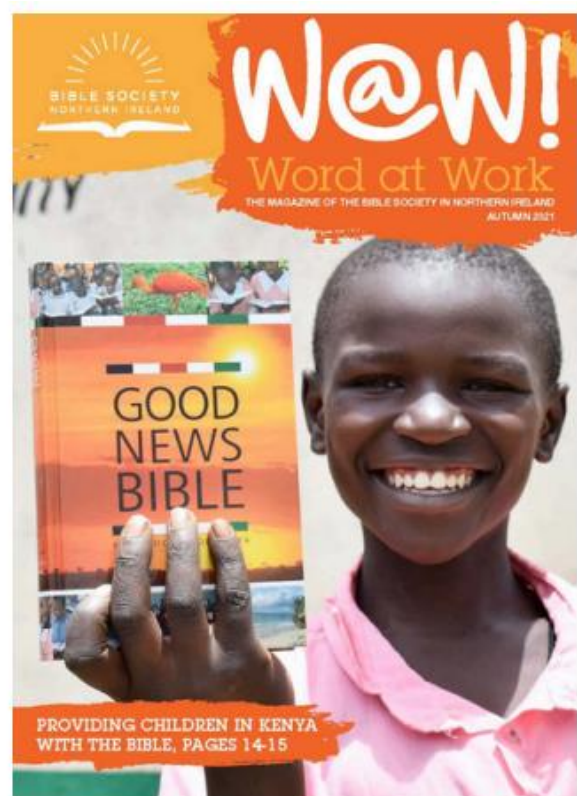


We love sharing with our supporters about how God is working around the world. We speak to groups and churches around Northern Ireland throughout the year. This is a great opportunity for us to talk about what we do and inspire others to get involved and support our work.

Reading this online? Find out more by accessing our 1min video below:



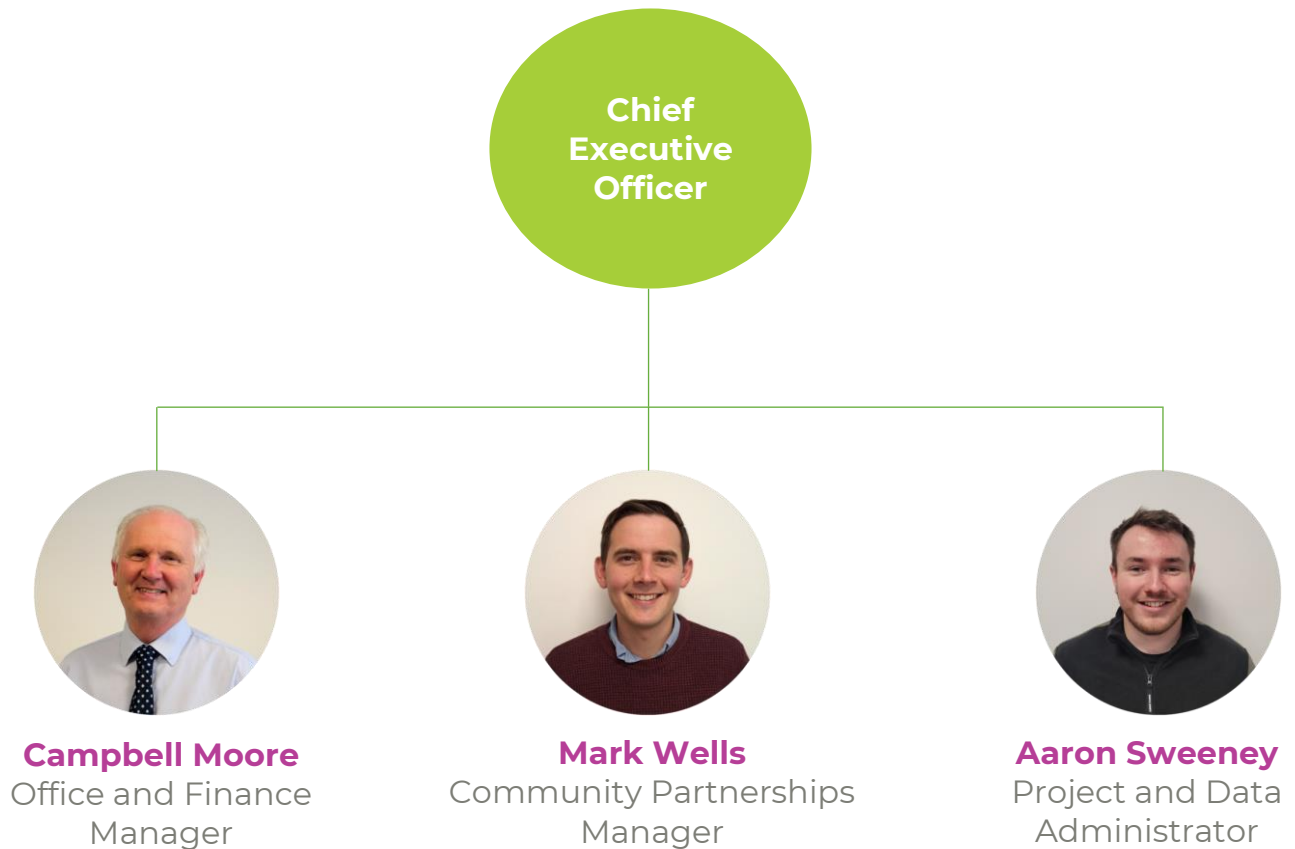
One of our main channels of communication with our supporters is through our magazine, Word at Work, which comes out in January, May and September. Word at Work includes stories from various projects, updates from our colleagues around the world, resources, and prayer points. We hope that the stories we include encourage those who read it and move them to pray for Bible work around the world. During 2023, the Bible Society NI supported projects run by national Bible Societies in 38 different countries, and in 2024, we will do the same, supporting 44 projects in 39 countries. These projects varied from translation work to literacy programmes to helping children and young people engage with the Bible – but all work to reach out into the world with God’s Word.



Find out more about the projects we support on our [“Where we Support”](#) page.

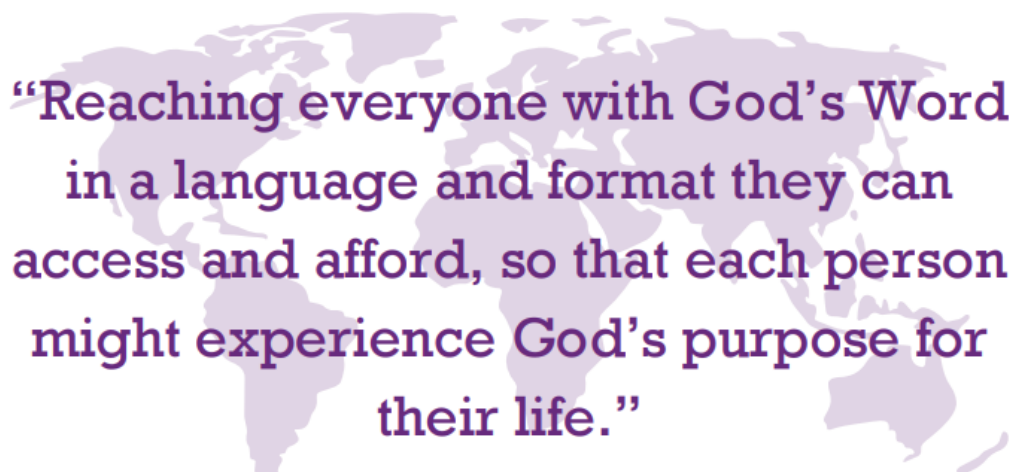


How we're organised



Strategy

Our mission is,



**“Reaching everyone with God’s Word
in a language and format they can
access and afford, so that each person
might experience God’s purpose for
their life.”**

At the core of our strategic vision for the future are these five statements:

- **We want to grow awareness of our work to reach everyone with God’s word.**
- **We want to increase and develop the support base for our work by increasing the number of donors and developing new ways to generate funds.**
- **We want to increase our financial support of Bible mission globally through UBS and locally through collaboration and partnership with others here in Northern Ireland.**
- **We want to promote Bible Engagement here in Northern Ireland.**
- **We want to have best practice in governance, finance and administration to ensure effective and efficient management of Bible Society in Northern Ireland.**

Financials

Here is a snapshot of our latest published financial accounts at December 2022. You can click on the links below to access the last three years full annual reports.

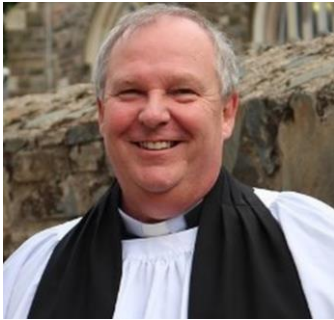
	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	2	679,618	32,834	712,452	613,733
Charitable activities	4	7,578	-	7,578	1,461
Investments	3	21,057	-	21,057	17,071
Total income		708,253	32,834	741,087	632,265
Expenditure on:					
Raising funds	5	62,849	3,792	66,641	52,593
Charitable activities		578,801	27,742	606,543	449,322
Other expenditure	8	84,646	1,300	85,946	69,079
Total expenditure		726,296	32,834	759,130	570,994
Net (expenditure)/income before net gains on investments		(18,043)	-	(18,043)	61,271
Net gains on investments		33,333	-	33,333	-
Net movement in funds before other recognised gains		15,290	-	15,290	61,271
Other recognised gains:					
Gains on revaluation of fixed assets		31,833	-	31,833	-
Net movement in funds		47,123	-	47,123	61,271
Reconciliation of funds:					
Total funds brought forward		1,001,474	-	1,001,474	940,203
Net movement in funds		47,123	-	47,123	61,271
Total funds carried forward		1,048,597	-	1,048,597	1,001,474

[Annual Accounts March 2022](#)

[Annual Accounts March 2021](#)

[Annual Accounts March 2020](#)

Meet the board



Rev Colin Taylor
Acting Chair

Colin is a retired Church of Ireland minister with experience in Evangelism, Community Youth Work, Leadership and Management. He has served on the BSNI Board for a number of years.



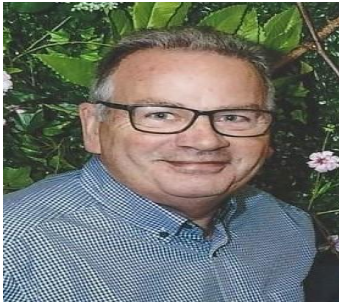
John Stewart

John Stewart has 30 years experience of working in health and social care, NI Assembly and the charity sector. He's currently training to become an integrated counsellor. He lives in Ballymena, is married to Karen, a lecturer at a college of Queen's University and they have two grown up children. John worships at Causeway Coast Vineyard Church and co-facilitates two Small Groups.



Rev Karen Salmon

Karen is the Bishop's Curate for the Parish of Magherally and Annaclone. Karen was ordained in 2018 and served her deacon year in Shankill Parish Lurgan followed by a curacy in Willowfield Church. At a diocesan level, Karen currently holds the role of Joint Diocesan Director of Ordinands.



Howard Davey

Howard joined the Bible Society Board in 2023 after retirement from service as General Secretary of Belfast YMCA. He also has extensive experience in both international business and local church leadership.



Rev Brian Anderson

Brian held the office of President of the Methodist Church in Ireland (2015-16) and President of the Irish Council of Churches (2017-18). Brian has served the Methodist church in rural and urban settings and is currently the Superintendent of East Belfast Mission. He is passionate to understand and apply Gods heart for the poor and the marginalized.



Neville McCormack

Neville works in partnership development as a representative of Barnabas Aid in Ireland, whose mission is to provide relief from suffering to Christian communities around the world. In the past he has worked for Wycliffe Bible Translators in Tanzania, East Africa and also freelance providing student support in QUB and Ulster. He studied theology at Irish Baptist College and gained a Masters from Union Theological College. He has also done a tour of duty as a Lay Reader in the Diocese of Down & Dromore and serves on two school boards. He also has an 11-year-old daughter and a Labrador.

Job Description

Job Title:	CEO of the Bible Society in Northern Ireland.
Reporting to:	Chair and Board of Trustees.
Responsible for:	Staff team – Office and Finance Manager, Community Partnerships Manager and Project and Data Administrator.
Salary Package:	£45,441 plus 8% employer pension contribution.
Holiday Entitlement:	25 days Annual Leave plus 12 public holidays
Hours of work:	35 hours per week (with occasional evening and weekend work).
Contract:	Full time permanent.
Probationary Period:	6 months.
Location:	Bible House, 27 Howard Street, Belfast, BT1 6NB. There may be scope for some hybrid working as appropriate. Travel will be required within Northern Ireland and internationally from time to time.

Main Purpose of the Job

To provide strategic leadership and vision for the work of the Bible Society in Northern Ireland. The CEO will represent, profile and communicate about the work of Bible Society NI across church denominations, with key funders and with the general public. The postholder will work in co-operation with the Board of Trustees to reach out with the Bible, to promote Bible engagement in Northern Ireland and to support Bible mission around the world as part of the global United Bible Societies fellowship.

Vision and Strategy

- Set the vision and strategy in partnership with the Board of Trustees for Bible mission in Northern Ireland.
- Seek out and implement new opportunities to ensure that Bible Society NI remains an important contributor to Bible mission in Northern Ireland and beyond.

- Encourage creativity and innovation in the way that work is completed.
- Regularly report to the Board of Trustees about developments, progress and opportunities.

Provide Leadership

- Maintain a culture of prayer and Bible engagement within the team and wider organisation to encourage wholehearted discipleship and commitment to the Christian faith.
- Provide leadership within the team of employees, enabling staff to be effective, solution focused and creative.
- Lead by example in setting a tone of openness and accountability, fostering improvement, encouraging continued professional development, and building mission sustainability.
- Lead in the recruitment, induction and training of new staff members as required.
- Offer operational leadership for the fundraising, communication and marketing of Bible Society NI as well as the general management of Bible Society NI's work.
- Maintain a people-centred culture in engagement with mission partners and collaborators.

Communication and Advocacy

- Act as an ambassador for the work of Bible Society NI by participating in the communication and promotion of the work and mission of Bible Society NI within church denominations, para church organisations, mission agencies and the wider public square in Northern Ireland to increase collaboration and Bible engagement.
- Be comfortable and competent in all forms of public media – participating in speaking engagements, written communication, social media.
- Cultivate personal networks with leaders and key influencers across the Northern Ireland Faith sector.
- Proactively ensure that the good profile and reputation of Bible Society NI continues.

Global Influence and involvement with United Bible Societies (UBS)

- Strengthen the global impact of Bible Society NI through networking and collaboration with United Bible Societies colleagues and others within national Bible Societies all over the world through our investment in the International Support Programme.

- Build and continue to foster good relationships with leaders and colleagues in other Bible Societies particularly in the UK and Ireland.
- Participate in UBS meetings and collaboration opportunities to facilitate communication, sustainability and growth within the wider fellowship.

Governance Support

- Provide governance support for the Board around charity and legal requirements of reporting and audit.
- Provide timely and appropriate information to the Board as they complete their responsibilities.
- Attend all Board meetings and sub committees of the Board to provide advice and information.
- In partnership with the Board identify and manage risks for Bible Society.
- NI in the delivery of objectives whilst complying with legal, regulatory, ethical and social requirements.

General

- Work with the Board to ensure that Bible Society NI continues to develop relevant and timely policies, protocols and procedures, and lead in promoting and complying with these across the staff team.
- Ensure confidentiality and compliance with Data Protection.
- Participate in relevant training when required.
- Observe all Health and Safety rules and regulations.
- Comply with the principles of risk management.
- Engage in other activities associated with the grade of the role as identified and agreed by the Board.



Person Specification

	Essential	Desirable
Qualifications	Third level of education or have equivalent job-related experience.	A Masters Degree qualification or equivalent in a relevant discipline.
		Full, current membership of a relevant professional body with evidence of Continuous Professional Development.
Experience	At least three years' experience of leading, managing and motivating a team, in either an employed or voluntary role.	
	Experience of building and maintaining stakeholder relationships to deliver on organisational aims.	
	Proven ability to deliver performance objectives in line with strategic plans, including leading annual planning processes and reporting on progress.	
	Previous experience of reporting to or serving on a board of directors.	

	Proven ability in financial management and oversight, including setting and managing budgets.	Experience of income generation from a variety of sources including grant applications.
Skills	Excellent communication skills, both written and oral, including presentations, report writing, negotiating and networking skills.	Previous experience of representing an organisation in the media.
	Strong strategic planning, prioritisation and execution skills with the proven ability to manage multiple objectives, competing demands and monitor progress and impact through the development of operational plans.	Comprehensive knowledge of best practice in management and organisational governance of a charity in the UK.
	Highly proficient in the use of Microsoft Office IT packages.	Prior experience of working in an organisation that engages volunteers.
	Able to influence at the most senior levels and present effectively to a wide variety of audiences.	
Personal / Character	A committed Christian, able to live and demonstrate the ethos of the Bible Society NI and experienced in engaging with faith communities.	Committed to a local church and active in serving in the church.
	Access to a car or other suitable form of transport to enable travel throughout Northern Ireland.	

How to apply

Please forward a **CV, maximum three A4 sides**, together with a completed **Supplementary Questions form** available from www.engageexec.co.uk, ensuring you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with from the recruitment timetable. You will also be asked to submit a separate **equality form** (see below).

The deadline is **Noon on Monday 17 June 2024**. Applications should be made by email to: **apply@engageexec.co.uk**

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

Equality Monitoring and Criminal Convictions Disclosure

Along with the CV and Form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will be disclosed to anyone involved in shortlisting your application.

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

Bible Society NI 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 Bible Society NI's Chief Executive Officer is a committed Christian.

By submitting an application for this position, you are consenting for your personal information to be processed and used for the duration of this recruitment campaign.

Timeline

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

Noon, Monday 17 June 2024

First Interviews

Friday 21 June 2024

Second Interviews (may include a seen or unseen task)

Thursday 27 June 2024

Final Interviews

Wednesday 3 July 2024



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

Patrick Minne

ENGAGE
EXECUTIVE TALENT

Tel: 07792 509003
Email: patrick@co3.org.uk

www.engageexec.co.uk



Enquiries unrelated to this recruitment can be addressed to:

The Bible Society in Northern Ireland

27 Howard Street
Belfast, BT1 6NB

Tel: 028 9032 6577
Email: info@biblesocietyni.co.uk

Registered Charity NIC102557