
Assistant Director: Acorn Christian Healing Foundation

Job Title: Assistant Director, Acorn Christian Healing Foundation

Hours: 3 days per week

Salary: £20k

There is the possibility of a further part time role with the Guildford Diocese to give this post full time capacity.

Location: Working from home, you will be based within or near the Guildford Diocese but also be required to work in other venues to deliver Acorn's Ministry and Training

Employer: The Trustees of Acorn Christian Healing Foundation

Responsible to: The Acorn Leadership Team

Accountable to: The Director

PURPOSE OF APPOINTMENT:

Following a period of significant change, the successful transition to a new mode of operation, and the retirement of its Chaplain, Acorn is seeking to appoint an Assistant Director. As an ordained Anglican priest, with a calling and passion for the Christian Healing Ministry you will possess the commensurate gifts, skills and character for the delivery of the Christian Healing Ministry, as part of a dynamic team, comprising both volunteers and paid staff.

Under the leadership of the Acorn Director, the Assistant Director will have responsibility for key areas of Acorn's ministry within the area covered by the Diocese of Guildford, as well as being part of Acorn's national ministry and training programme. This role is designed to free the Director to other responsibilities, thus the ability to consult and show initiative is essential in this innovative context.

As an ordained Anglican priest, the Assistant Director will be licensed for this ministry by the Bishop of Guildford.

RESPONSIBILITIES:

WORK WITH THE ACORN DIRECTOR

- Contribute, in partnership with the Acorn Leadership Team, to the formation of a national strategy to deliver the mission goals of Acorn through training, teaching and 'face to face' ministry.
- Lead and develop a strong Southern Regional Healing Ministry in and around the Guildford Diocese, presently based at St Alban's, Hindhead, incorporating the weekly Service of Healing and Prayer, and the Reflective and Healing Wounded History days.
- Inspire, lead and develop the Southern Regional Prayer Ministry Team
- Work with the Director in the delivery of the monthly School of Healing at Guildford Cathedral
- Work as part of the Acorn Reconciliation Team
- Provide pastoral support for the volunteers and staff team as required

- Encourage Theological Colleges to promote the healing ministry as part of the curriculum for student learning and establish Acorn as a placement opportunity in ministry development.
- Foster and develop relationships with the medical profession, individuals, churches, charities and other ministries to facilitate their engagement with Acorn in its national mission strategy and as part of a coordinated plan across the United Kingdom
- Deputize for the Director at key events, as agreed with the Director.

WORK WITH THE ACORN TRAINING DEPARTMENT

- In liaison with the Acorn National Training Manager participate in delivering Acorn's portfolio of Training Courses. This will generally be within the Southern Regional Healing Ministry area and will be possible within a working day, although you will occasionally be required to participate in national events.
- Support the Director and the Acorn Training Manager in the development of new Ministry Training Courses.
- Work within Acorn's Training Values and Ethos, experiencing Acorn's training courses firsthand, as a delegate, during the induction period.

WORK WITH THE ACORN OPERATIONS TEAM

- Support the ministry of the Operations Team, led by the Operations Manager.
- Work in keeping with Acorn's operational protocols
- Remote Working is part of Acorn's operational praxis. We have moved to a paperless 'office' system and consequently maintaining proactive and close communication with the team is a requirement for all staff.

Relationships:

- Director - direct line report
- Operations Manager
- National Training Manager
- Events Coordinator
- Finance Controller
- Prayer Ministry Team volunteers
- Regional Partnership Leaders

General

- Attend the regular Leadership Team and Acorn staff meetings
- Attend the quarterly Acorn Trustees meetings
- Promote the ministry of Acorn nationally enlisting engagement through prayer and financial support.
- Holidays - 20 days plus bank holidays (pro-rata for part-time appointments)
- Acorn will contribute 5% of annual salary to a pension (Employees contribution is 3%)
- Undertake other duties as appropriate to the post as agreed with the Director.

	Essential Criteria	Desirable Criteria
Education & Qualifications	<ul style="list-style-type: none"> • Theology Degree • Ordained Anglican priest 	<ul style="list-style-type: none"> • Attendance at Acorn courses
Skills & Abilities	<ul style="list-style-type: none"> • A commitment to life-long learning • Excellent team working skills • Good written and verbal communication skills • Ability to work with all denominations and sections of the church • Good presentation skills • Initiative and ability to respond to non-standard situations at short notice with a commonsense approach to problem solving • Good administrative and office system (IT) skills • Ability to relate to those of other faiths and none 	<ul style="list-style-type: none"> • Ability to promote an organisation/cause • Ability to raise support
Experience	<ul style="list-style-type: none"> • Experience in the Christian Healing Ministry • A proven track record of personal and corporate ministry • In a role supporting individuals • Of promoting the Christian religion • Of working independently • Promoting the Christian understanding of health and healing • Delivering training courses/ teaching 	<ul style="list-style-type: none"> • Managing volunteers • Working with a charity • Working with a small organization • Producing course material/literature • Handling finances and financial records
Knowledge	<ul style="list-style-type: none"> • Awareness of Acorn's charitable objectives and mission • Knowledge and understanding of the Bible's teaching on health and healing • Acorn's portfolio of courses, resources and services 	<ul style="list-style-type: none"> • Counselling or medical training

Other Requirements	<ul style="list-style-type: none">• Ability to travel• Capability to work from home• Can work flexible hours• Enthusiastic and hard-working• Trustworthy• Open and honest• Good sense of humour• Willing to undertake further training• In full sympathy with Acorn's charitable objectives and mission• A committed and active Christian for whom a rhythm of prayer is fundamental to all relationships and decisions.	
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