



**WAVERLEY  
ABBAY**

ANCIENT SPARK NEW FIRES

# **WAVERLEY ABBEY HOUSE OF PRAYER IMPACT LEAD**



# WELCOME TO WAVERLEY ABBEY

**Hi! Thank you for your interest in becoming a part of the Waverley Abbey team.**

We've got an important job to do; and that's to extend and build the Kingdom of God - **through encounter with him, equipping the Church and changing the world.** Waverley Abbey is a caring, friendly organisation - and so are our people.

Our organisation is run by a bunch of professional, creative, like-minded individuals, working together to change lives. When you come to work for us, it's obviously really important that you have the right skills, knowledge and experience. But it's also vital that you have the right attitude, too. We look to employ people who do the right things, in the right way. This approach to recruitment means Waverley Abbey is a pretty great place to be - and we hope you can join us!

This pack is designed to help you get a feel for what it's like to work with us, find out what we're looking for, explain the recruitment process and help you decide whether you can see yourself as a part of our amazing team.

## THE WAVERLEY ABBEY VALUES AND CULTURE

We may be blowing our own trumpet, but our team really is something special. Our people are gold.

Our people come from all different walks of life, and it's this mix of brilliant personalities, experiences and insights that gives us that warm, open and friendly culture you can feel as soon as you meet us. But however wonderfully different we all are, there are five things we've all got in common - and they are the Waverley Abbey values.

Our values are the key to what makes our culture so unique; they're a reflection of who each of us are and they're embedded in everything we do.



## **OUR VALUES**

- Integrity
- Compassion
- Selflessness
- Transformational
- Celebration

**WE EMPLOY  
AUTHENTIC,  
SELFLESS,  
COMPASSIONATE,  
TRANSFORMATIONAL  
AND  
FUN  
PEOPLE!**





## **JOB TITLE: WAVERLEY ABBEY HOUSE OF PRAYER IMPACT LEAD**

### **REPORTING TO: CEO**

**Working with: Waverley Abbey House of Prayer Community Leader, Exec and whole organisation**

### **JOB PURPOSE**

To ensure delivery of all operational requirements of the House of Prayer activities at Waverley Abbey, to see the house full of believers welcomed and re-ignited for the kingdom.

To ensure that Encounter with God is central to the heartbeat of the staff, student and guest experience.

Prioritise our mission to the Millennial generation and Gen Z driving significant increase in numbers of guests from this target market.

Work closely with the Waverley Abbey House of Prayer Community Leader who has full responsibility for:

Regular Rhythms of prayer, 121 Spiritual direction, the larger HOP Community, outfacing to 24-7 Prayer and core writing for EDWJ

And Spiritual Oversight of:

The residential Community and HOP team, retreats content, spiritual input and delivery, internship and worship.

### **Key Tasks:**

1. Deliver Encounter at the heart of the whole Waverley Abbey organisation
2. New Generation vision delivery into action
3. Excellent Prayer Spaces across the site and digitally
4. A world class, oversubscribed Retreats calendar
5. Internship oversight and Lectio Live management

### **Operational Management of the following:**

Encounter (delivered alongside House of Prayer Community Leader)

- Host 3x daily regular rhythms of prayer (especially at midday)



- Collaborate with College and House to provide a unique customer experience for all students and guests, with specific opportunities for encounter with God through prayer and spiritual direction on classes, training days and meetings

Worship to be far more central and visible in the rhythm of life.

### **New Generation vision delivery - Internship**

- Launch internship programme of (2 x cohorts of 12, 20-30 yr olds) annually in 2025

### **Prayer Spaces**

- World class Prayer spaces maintained and serviced with excellence: Chapel/Prayer Gardens/Creative Prayer Room

### **Retreats**

- Deliver comprehensive Retreats plan for 24/25: increase the quality of delivery and ensure every retreat is “sold-out”- Lectio, EDWJ, 24-7 Prayer premium retreats and Waverley Abbey Next Gen
- Scheduling, budgeting and marketing retreats (alongside the Community leader for HoP providing content and spiritual input)

### **Lectio Live**

- Establish and project manage the daily broadcast of Lectio from Waverley Abbey

### **Digital Resources**

- Create social media content and a strategy to target and engage the younger generation

### **Worship**

- Assist the worship lead in the House of Prayer community, to organise 6x larger bi-monthly worship gatherings

### **In addition**

Any other reasonable tasks that may be requested by your line manager or as required by the needs of the organisation



## **PERSON SPECIFICATION**

### Key Requirements and skills

- Experience in Operational and Project Management/admin
- Excellent verbal and written skills
- Excellent computer literacy skills (including MS Outlook, MExcel MSWord, MSPowerpoint, and Google Docs) and ability to learn quickly internal software and systems
- Outstanding organisational and time management skills
- Ability to prioritise and work flexibly
- Reliable, trustworthy and hard-working
- Resourceful, proactive, must think independently to make decisions under pressure
- Flexible and adaptable
- Ability to multitask and prioritise changing workloads
- Ability to work autonomously
- Ability to build relationships at all levels – managing up and managing down
- Personal thriving Christian faith

This job description is subject to alteration as the needs of the Trust change. Any substantial alterations will be made following consultation with you.



## MAIN TERMS OF EMPLOYMENT

### Type of Contract

Permanent /Part time

### Salary range

£35,000 - £40,000 FTE dependent on experience and qualifications

### Hours of work

4 days a week

### Place of work

Waverley Abbey House, Farnham. An agreed proportion of work may be carried out at home subject to it not conflicting with the demands of the role and you being able to be present in the office when required. However, it is our expectation that you are on site at least 3 days of the working week.

### Pension and Life Assurance

After satisfactory completion of the probation period, you will be eligible to join the Group Personal Pension plan. There is a 5% employee's contribution which is matched by the employer for the first year. The employer's contribution rises to 8% after 12 months of service.

We also provide a death-in-service benefit of three times the annual salary.

### Annual Holiday

25 days pro rata (plus public holidays) for a whole calendar year

### Sick pay

1 month paid at full pay and 1 month at half pay in a rolling 12-month period - on confirmation of appointment (SSP only during the probation period).

### Notice

3 month's written notice on either side once you have satisfactorily completed a 3 month probation period (one week during probation).

### Key Dates

Application Closing Date 1 December 2024 | Starting Date ASAP

### To apply please send your CV and covering letter to:

[Jill.Weber@waverleyabbey.org](mailto:Jill.Weber@waverleyabbey.org)

[Bev.Clark@waverleyabbey.org](mailto:Bev.Clark@waverleyabbey.org)



### 3 TOP TIPS FOR A GREAT APPLICATION...

- **Before you start, check out the person specification**

The person specification highlights the key things we're looking for. The essential criteria are those things which you must have in order to do the job, so it's important that you are able to say 'yes, I've got those' before you invest time and effort in completing your form. Desirable criteria are qualities we believe would be an advantage for you to have.

But don't panic if you don't have them - often, these are areas we would look to develop within the role, so they may simply be ways we can train you up. Of course, if we get lots of applications for the role, we may use the desirable criteria to narrow things down a little.

- **Be yourself**

As we mentioned earlier, our values are a really important part of how we recruit. We're looking to find out whether your personality will be a good fit at Waverley Abbey so be honest and be yourself - let your personality shine.

- **Tell us all about it**

We often find that applicants will state that they have what it takes to do the job, but don't tell us why in enough detail. Please make sure you tell us why or how you meet the person specification. A good way to make sure you're telling us what we need to know is to have a look at the person specification and note down an example that proves you have the skills, knowledge or experience in each thing on the list. Every time you tell us you have what it takes on your application form, give us one of your examples.





## **GOT ANY QUESTIONS?**

### **Who should I contact if I have any special requirements?**

If you're unable to complete our application form and need some support, and/or you need our documents in an alternative format, for example, large print, please call us.

### **How long will it take for you to decide if I've got an interview?**

This can vary depending on the number of applications we receive for each vacancy. Generally speaking, we do try our best to make our decision and contact applicants invited for interview within two weeks of the closing date.

### **Will I be notified if my application is unsuccessful and will I receive feedback?**

We know how much time and effort goes into an application and we really appreciate the time you've taken to apply for a job with us. Due to the volume of applications we receive, we're unable to inform and provide feedback to unsuccessful candidates at the shortlisting stage. If you haven't heard from us by the interview date, unfortunately you won't have been shortlisted for the role.





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[waverleyabbey.org](http://waverleyabbey.org)

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