

Events and Relationship Executive



Welcome Letter from Phil Boydell (National Director)

For nearly 70 years Navigators in the UK have been getting alongside people; helping individuals know Jesus personally and encouraging them to do the same with someone else. God has grown generations of disciple-makers through these ordinary people (whom we call alongsiders).

The outcomes we want to see are:

1. Alongsiders mobilised across all generations.
2. Alongsider communities living and discipling among those who don't know Jesus.
3. Engagement, equipping and partnering with the wider UK church in the alongsider vision.
4. The next generations engaged with and reached.
5. A new generation of organisational leaders identified, equipped and commissioned.

To achieve these outcomes we need to bring some extra capacity to the organisation. The core of our work is an amazing team of Reps and Associates who do our work at the grass-roots level by investing in people and running ministries; but we also believe that alongside this we have a role to help the wider church in the UK mobilise a movement of disciple-makers. We are convinced that the future of the church depends on everyday people being equipped to live out the relational alongsider vision right where God has placed them: workplaces, communities, families, relational networks. This is a long-term vision that will work in synergy with our grass-roots work. We have already begun this journey through such things as the creation of the online 'NavNetwork' events and an annual magazine 'Alongsider' but there is much more still to do.

Historically we have been a decentralised and distributed organisation with a very small back-office team providing administrative and financial support to Reps working across the country. Whilst the work of our Reps will continue to be at the heart of what we do, mobilising movement will require a stronger central team who are able to support a wider range of initiatives.

A key aspect of the role will be building relationships with the people who make up the Alongsider Movement by leading the organisational side of a wide variety of events.

These will include some well-established events such as our National Conference which has developed from being a gathering just for our Reps to an event attended by over 200 people including both Reps and members of the wider movement as well as their children. We see the National Conference growing as an event over the next few years and this will require some new ways of running it. Significantly, 2025 will mark the 70th anniversary of our work in the UK and we hope to celebrate this with a number of regional events as well as the National Conference.

The post-holder will be part of the team which supports the establishment of a new membership model for our 'Navigator Network'. **This will involve working with the communications team to establish a distinct offering which ensures members feel connected into the organisation and rooted in grass-roots communities as much as possible.** As with any new role, the post-holder will have the opportunity to shape the role in discussion with their line manager and the job description below will inevitably change and develop with the post-holder.

Currently the bulk of our funds are generated through our Reps as they build networks of ministry partners who support their individual ministries. The faithful giving of this group of over 1,100 partners provides a stable core to our finances. Over the last few years strong reserves, largely generated from legacies and one-off gifts to the charity, have allowed the trustees to start the process of growing our central team. **To sustain and increase this growth, we need to develop our relationships with high value donors and grant making trusts and this will be a key aspect of this role taking approximately 40% of the post-holder's time.**

Getting the right person for this role is really important to us. **As well as a competitive salary and a generous employers pension contribution we will offer you the support and training you need to progress in your career.** This will include mentoring from experienced managers alongside funding and time to undertake study towards professional qualifications. We are willing to be flexible around starting dates for those who are completing university study this summer.

Thank you for taking the time to research and pray about this post, we believe that the person appointed will play a key role in the delivery of our strategy for the coming years and I hope that the information in this pack will provide a useful insight into us, our strategy and who we are looking for. If you have any questions, please do reach out to us, otherwise I look forward to receiving your application.

God Bless,

Phil Boydell, National Director
Navigators UK

Key Dates

Closing Date- Monday 15th April

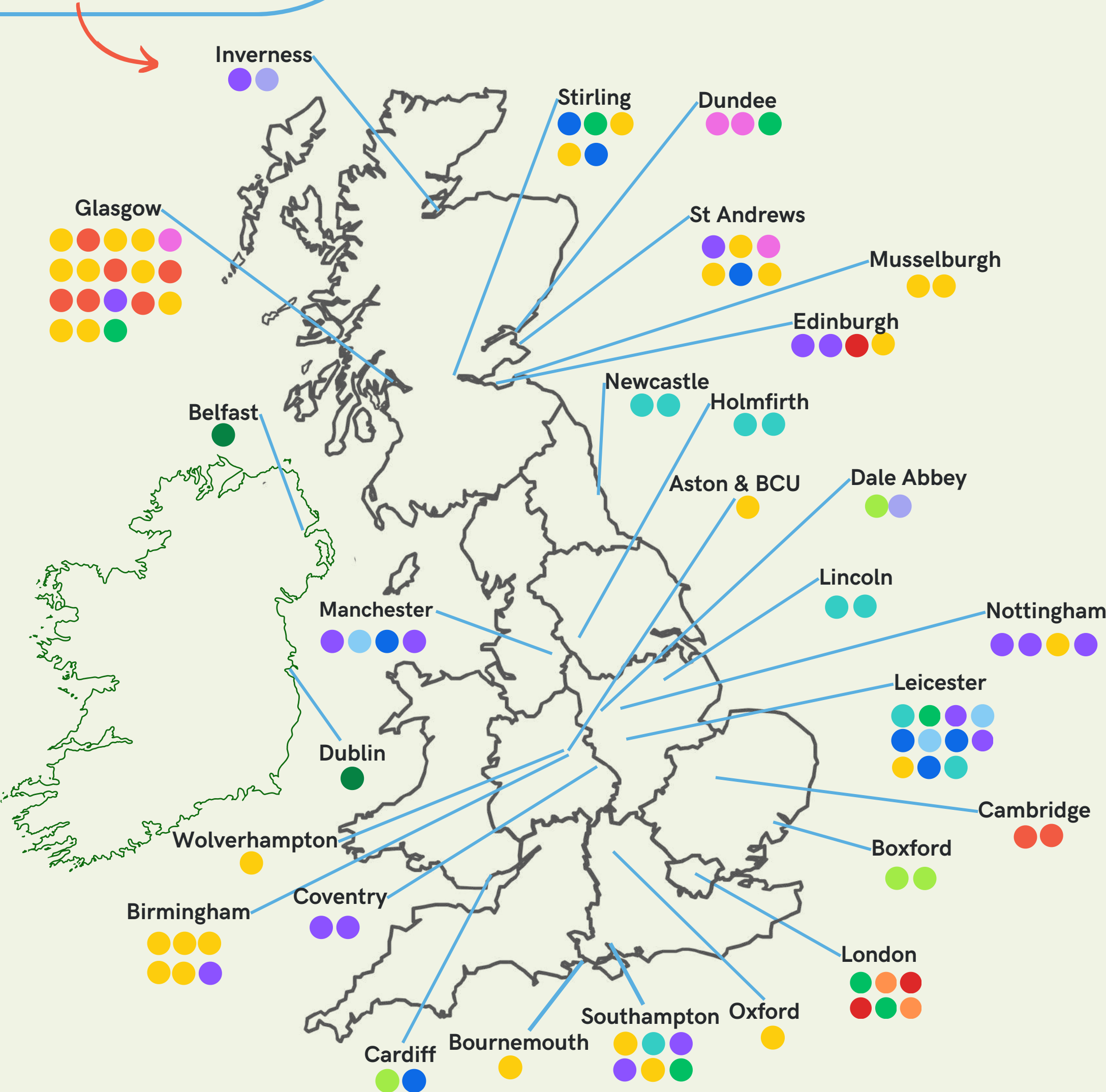
Interviews- Tuesday 23rd April (TBC)

Introducing the Navigators UK

We are a highly distributed organisation across the UK including:

6 staff members
45 associates
77 self-employed reps
(see map below)

This post will be based in our Southampton office working alongside our Finance Manager, Operations Manager, Publications Editor and Administrative Officer.



KEY

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|---|---|-----------------------|
| ● Community ministry | ● Student | ● Young families |
| ● Local church | ● International missions | ● Young professionals |
| ● City collective | ● Young people | ● Entrepreneurs |
| ● Cross cultural - working with Muslims | ● Second Half Living - aged 50 and over | ● Ireland project |
| ● Leadership | | |

We have a Microsoft 365 based IT infrastructure which facilitates remote working using Teams for file sharing and online meetings. As part of our new strategy, the development of City Collectives leading and developing the work in their city and surrounding region will become increasingly important.

Events and Relationship Executive

Full Time, Permanent Contract

Job Purpose:

As part of this 'people engagement' to act as organisational lead for National Conference and other major 'external' events – including our 2025 Platinum Jubilee events (40%). To support the development of the Navigator Network through leading the development of our new 'Navigator Network Member' scheme (20%) which is a crucial part of a wider 'external' engagement with partners and supporters. To generate additional income for the charity through developing relationships with grant making organisations, high value donors, and contributing to the running of appeals to our supporters (40%).

Vision:

The Navigators UK is a dynamic part of a global disciple-making movement that has been around for over 90 years. Our passion is to mobilise a disciple-making movement (the Alongsider movement) in the UK that will transform the discipleship depth of ordinary believers and enable them to 'live and disciple among people who don't yet follow Jesus'. Our conviction is that a culture of relational disciple-making is vital in the UK and beyond.

Context:

The Navigators UK has been blessed with a stable financial situation based on the committed support of over 1,100 ministry partners. The charity has historically had a small central services staff team supporting the Reps and the national leadership in the wider work of the charity. To achieve the vision of the Alongsider movement we need to strengthen this central team so we can provide an excellent experience for those alongsiders who are connecting directly with the charity rather than primarily through our Reps. This role will address two key needs in this expansion. Firstly by developing an excellent experience for people connecting to us through our 'external' events and through our new NavNetwork membership offering and events. Secondly, by addressing our financial needs and increasing our donor base. The post holder will be building on a established history of running successful events and a fundraising plan developed with the support of external consultants and will be supported by experienced managers.

Line Manager:

Finance and Strategy Manager

Indicative Salary Range:

£24-28,000 pay review pending in April

Other Key Relationships:

Assistant National Director: Networks
Communications Manager
Operations Manager
National Director
National Director's Team

Responsibilities

- Lead the organising team for our various 'Events' including our annual National Conference (a weekend residential event currently attended by around 220 people) and developing 'Day conferences' around the UK as part of our 2025 Platinum Jubilee events.



- Support the administration of the Navigator Network scheme to ensure that it offers support and encouragement to Christians looking to get alongside others and make disciples. You will work with our team of speakers and content creators to organise a range of online meetings, mailings and resources which will support network members in their calling and deepen their sense of connection with the Navigators.

- Work with the Communications Manager to promote Network Membership through marketing and attendance at events.



- Prepare applications to grant making bodies based on an existing case for support. Develop relationships with key stakeholders at grant making bodies to improve their understanding of our work and to help us focus our applications on their areas of interest.
- Other work as requested by the line manager commensurate with the role and post holder's experience.

Requirements and Skills

Essential qualities

Able to manage multiple ongoing tasks, collaborating effectively with others and ensuring that deadlines are met.

Ability to travel to support events including occasional evenings, weekends and overnight stays.

A good standard of education to at least A level equivalent including GCSE English and Maths at grade C/5 or equivalent.

A good working knowledge of common productivity software including Microsoft Word, Excel, Powerpoint, Teams and Zoom.

An independent, resilient and resourceful character.

People-oriented mindset and excellent teamwork skills.

Ability to work on own initiative and plan work strategically.

An occupational requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010.

Aptitude for fostering positive relationships.

Excellent communication skills.

Problem-solving attitude.

Desirable

Evidence of successfully working in a role requiring initiative and delivering successful outcomes

A degree level qualification or prior work experience in a role similar to this.

Experience of paid or voluntary work in a faith-based context.

Experience of organising events.

Professional qualifications and/or qualifications by experience welcome.

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