

October 2024

## **Head of Finance (part-time 0.6)**

Thank you for your enquiry about the post of part-time **Head of Finance (0.6)** at Release International, a Christian Ministry and charity serving with persecuted Christians since 1968.

### **About You**

We are looking to recruit a part-time Head of Finance (HoF) for the equivalent of three days a week, to be based at our office in Orpington, Kent, with some agreed flexibility to work from home. To fulfil this important new role within Release International, as part of the Operational Leadership Team (OLT), you will be motivated by your biblically orthodox Christian faith, having a compassionate heart for our persecuted family in Christ and a passion to serve them.

Supported by the Strategic Leadership Team (SLT), the OLT works collaboratively as one – as a round table of talent and creativity – to produce joined-up outputs across the whole of the Ministry to deliver Release International's Calling and Mission. Along with the other OLT members, you will focus on organisational effectiveness and not simply hold a departmental view.

Reporting to, and supporting, the Chief Operating Officer (COO), you and the COO will work closely together to identify the level of internal and external resource that is required to develop a hybrid delivery model to operate financial management in the most effective and efficient way possible.

You will be responsible for overseeing day-to-day financial operations and your proven track record and experience of operational financial management will ensure the accurate delivery of all aspects of the role. Your clear communication skills and accounting qualifications, knowledge and experience will enable you to convey financial information in a practical and insightful way to several different audiences that have varying levels of financial understanding.

### **About Us**

Release International is a Christian Ministry devoted to loving and serving persecuted Christians in almost 30 countries around the world. Among other things we supply Bibles, literature for discipleship, support prisoners of faith and their families, work for justice, and deliver needs-led projects to develop the resilience of Christians as they live for Jesus in the teeth of persecution. Release International is also devoted to raising the voice of persecuted Christians, ensuring that individual Christians and communities throughout the

UK and Ireland get to know about what is happening to their persecuted family members and are given multiple opportunities to engage with them as fully as possible.

Release International was inspired by the ministry of Richard Wurmbrand who was imprisoned and tortured by the Romanian secret police in the 1950s and 1960s because of his Christian faith. Much more information about the work and ministry of Release International can be found on our website at [www.releaseinternational.org](http://www.releaseinternational.org) .

### **What We Offer**

The Head of Finance is a part-time role for three days (21 hours) a week, with 25 days annual holiday (15 days pro rata), plus public/bank holidays pro-rata. The role is office-based, in our office in Orpington, Kent, with some agreed flexibility to work from home for a maximum of one day a week. Flexible working will be required and Release International offers a system of Time Off in Lieu (TOIL) rather than overtime payment. The salary for this post is £28,603 p.a. pro rata (f.t.e. £47,672 p.a.). We offer a non-contributory pension at 7% of salary, with an option to make a small additional 'matched' contribution.

## Job Description

**JOB TITLE: Head of Finance (0.6)**

**DEPARTMENT: Operational Leadership Team**

**LOCATION:** Office-based, with some agreed flexibility to work from home for a maximum of one day a week

**DATE:** October 2024

### **JOB PROFILE:**

The Head of Finance is an important part-time role within the Operational Leadership Team (OLT). Supported by the Strategic Leadership Team (SLT), the OLT works collaboratively as one – as a round table of talent and creativity – to produce joined-up outputs across the whole of the Ministry to deliver Release International's Calling and Mission. Each OLT member focuses on organisational effectiveness and does not simply hold a departmental view.

Motivated by their biblically orthodox Christian faith – having a compassionate heart for our persecuted family in Christ and a passion to serve them – the Head of Finance, with their OLT colleagues, seeks to prayerfully discern the will of God, so our people and mission thrive. They drive forward our servant-hearted, positive, people-focused culture.

Reporting to, and supporting, the Chief Operating Officer (COO), the Head of Finance and COO work closely together to identify the level of internal and external resource that is required to develop a hybrid delivery model to operate financial management in the most effective and efficient way possible.

As well as operational leadership, the Head of Finance is responsible for the accurate delivery of operational financial management and for the oversight of the day-to-day financial operations. As a UK registered charity, it is necessary to ensure that the Ministry's precious resources are accounted for with excellence and, at the same time, exercise adventurous faith for the things we 'see' the Father doing (John 5:19); always focused on the effective and efficient delivery of the Ministry.

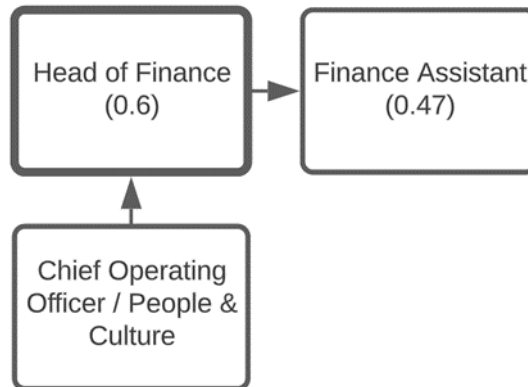
Using his/her clear communications skills and high levels of accounting knowledge, the Head of Finance conveys financial information in a practical and insightful way to a number of different audiences that have varying levels of financial understanding.

### **SUPPORTING PURPOSES:**

- Operational Leadership
- Financial Management
- Day-to-day financial operations

**ORGANISATION CHART:**

Reflecting our desire to practise servant-leadership, Release International organisation charts are inverted, i.e. the role at the ‘bottom’ serves and equips the role(s) above it:



**MAIN RESPONSIBILITIES**

**DEVOTIONS**

- To participate in daily devotions and any special devotions or prayer meetings held from time to time.
- To lead staff devotions and prayer meetings as required.

See ‘General’ below

**ROLE SPECIFIC**

90%

**Operational Leadership**

- Being honest and trustworthy in handling finance (2 Corinthians 8:19-22).
- To work collaboratively with peer-level colleagues across all departments of Release International as an active member of the Operational Leadership Team, to produce joined-up outputs across the whole of the Ministry to deliver Release International’s Calling and Misson.
- To work with the COO to strengthen and remodel the financial management, admin processes and systems.
- To work collaboratively with the COO to plan and manage the Ministry’s annual budget cycle; and to review all financial procedures within the Ministry.
- To document and manage all financial and other relevant risks and challenges as a faith-based international Ministry. This may include development of ‘scenario planning’ in the light of

the Ministry's risk management strategy, and wider strategic mission.

- With the Head of International Voice Ministries, ensure that systems are in place to monitor the implementation of the international financial procedures and controls. This may involve occasional international travel to monitor expenditure and the work of partners overseas.
- To provide timely, accurate and insightful financial management information, key performance indicators, and cash-flow information to enable staff, the SLT and Board to monitor trends and progress in line with the Ministry's financial strategy, and wider Christian mission.
- To deliver monthly management reports to enable effective decision making by the SLT (and ultimately the Board).
- To produce the draft statutory financial statements and supporting documentation in line with regulatory requirements and best practice, and support the external auditors during the annual audit.
- To provide proactive and practical financial / governance / resources support to staff across the Ministry.

### **Financial Management**

- With the COO, develop and implement appropriate financial policies, systems, accounting and reporting processes in line with best practice and the requirements of the regulators (including Charity Commission, Office of the Scottish Charity Regulator, Companies House, HMRC).
- To implement financial controls, to ensure that the Ministry's resources are protected and are always focused on the effective and efficient delivery of its mission.
- To oversee and implement the integration of all strategic and operational financial data across a variety of platforms such as ThankQ, Sage 50, and SQL.
- To ensure the Ministry's accounting system (currently Sage 50) is kept up to date and is being utilised in the most efficient way to serve the Ministry's accounting and reporting needs.
- To manage surplus cash and ensure that it is invested wisely to ensure that interest income is maximised, whilst ensuring that deposits are protected as much as rigorously as possible.

- To liaise with the International Voice Team in relation to processing, recording and payment of international project grants and of receipts from ICA members.
- To ensure that the accounting system is being used efficiently in relation to posting and interrogating financial information, using interfaces to and from other systems and imports wherever possible.
- To perform month end procedures, producing reconciliations and a trial balance to support strategic decision making within the SLT. The responsibilities will include:
  - initiating regular and periodic journals
  - preparing control account reconciliations (including sales ledger, purchase ledger, payroll)
  - preparing bank reconciliations
  - monitoring and management of debtors
  - claiming gift aid using ThankQ system.
- To assist Partners with the provision of financial information and respond to queries.
- To line manage the part-time Finance Assistant.

**Day-to-day financial operations**

- To oversee the day-to-day book-keeping function, including the timely and accurate processing of financial transactions, and reconciliation processes, in line with Ministry financial policies and procedures.
- To ensure that all income paid directly into our bank accounts by supporters and intermediary fundraisers is downloaded, reviewed and processed, using the CRM system (currently ThankQ), liaising, as required, with the Supporter Engagement Team (SET) in relation to queries.

**GENERAL**

- To undertake continuing professional development.
- To undertake other duties as may be reasonably required.

**Note:** Since this is a new role, this JD is subject to change as this role, and others, are developed, and will be reviewed at annual appraisal.

10% including Devotions above

## **OTHER INFORMATION:**

An occupational requirement to be a Christian applies to this role.

The postholder will need to fully support Release International's Calling, Mission and Values, as set out in Release International's Ethos Statement.

Our **Calling** states:

Through the ministry of Pastor Richard Wurmbrand and Hebrews 13:3 we have been called by God to love and serve persecuted Christians.

The following five Strategic Purposes (SP) form our **Mission** statement, which shows how we love and serve persecuted Christians, by:

- Raising their VOICE.
- Giving them the 'TOOLS' they need to live for Jesus Christ.
- Calling Christians into FELLOWSHIP with them.
- Learning lessons of Christian DISCIPLESHIP with them.
- Maintaining Christian STEWARDSHIP to honour them.

There may be the need to travel occasionally. Flexible working will be required, including to attend some evening meetings of the Board of Trustees and its Committees, and also to attend charity sector events or conferences where these are relevant to the role.

There may be an opportunity for international travel to visit persecuted Christians. Release International operates a system of Time Off in Lieu (TOIL) rather than overtime payments.

There is an occupational requirement under schedule 9 of the Equality Act 2010 for this post to be held by a Christian in full agreement with Release International's Statement of Faith, who agrees to uphold Release International's Ethos Statement and Code of Conduct.

## PERSON SPECIFICATION

<p><b>JOB TITLE:</b> Head of Finance</p> <p><b>DEPARTMENT:</b> Operational Leadership Team</p> <p><b>DATE:</b> October 2024</p>		
	<b>Essential</b>	<b>Desirable</b>
<p><b>Work Experience:</b></p>	<p>Proven track record and experience of operational financial management, including carrying out and co-ordinating day to day accounting activities, management of month end and year end activities, experience of establishing and developing financial policies and procedures, as well as overseeing a bookkeeping function.</p> <p>Proven accounting and reporting expertise to include production of budgets, forecasts, management accounts and statutory financial statements.</p> <p>Qualified in English and Maths to a minimum of GCSE level or equivalent.</p>	<p>Experience in Christian leadership, and successful functioning as part of a Christian leadership team, whether voluntary or otherwise.</p> <p>Charity accounting experience within the charitable sector.</p> <p>An understanding of, and ability to embrace, the link between a charity's finance function, and its wider global, digital and engagement strategy.</p> <p>Proven line-management experience, to include appraisals and team development.</p> <p>Proven experience of working with third party agencies engaged to hold responsibility for outsourced finance functions.</p>
<p><b>Education/Qualifications:</b></p>	<p>Accountancy / finance qualification with one of the following:</p> <ul style="list-style-type: none"> <li>- ICAEW, ACCA, CIMA, CIPFA.</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>- a recognised international accountancy body as long as equivalent to UK CCAB.</li> </ul>	



<p><b>Technical Knowledge and Skills:</b></p>	<p>Knowledge of the UK accounting framework and principles, including FRS 102.</p> <p>Working knowledge of the Charities Statement of Recommended Practice (SORP) and ability to interpret and apply relevant principles to Release International.</p> <p>Awareness of the taxation framework and other regulations relevant to charities.</p> <p>Proficient user of IT – to include high level working knowledge of Excel, spreadsheet development and interrogation, and Word.</p> <p>Practical experience of Sage 50 and/or other similar accounting software packages, and application of software updates.</p>	<p>Knowledge of charity sector risks and challenges, particularly in relation to faith-based organisations and charities with overseas operations.</p> <p>Understanding of charity tax and VAT issues and developments.</p> <p>Understanding of the risks and challenges relating to international funds transfers.</p> <p>Ability to interrogate accounting systems and develop the interfaces with other systems such as online banking and payment systems, fundraising systems.</p>
<p><b>Behavioural Criteria:</b></p>	<p>Excellent time management and proven ability to prioritise effectively in line with agreed timescales and budgets.</p> <p>Excellent personal communication and presentation skills, verbal and written, to different audiences with varying levels of financial understanding.</p> <p>Ability to analyse and report on financial and non-financial data.</p> <p>Ability to work in a team, to understand your role and the role of the team in the</p>	<p>Willingness to undertake international travel and be resilient to its demands.</p>

	<p>wider context of the Ministry, and to be an effective team leader.</p> <p>Ability to build, develop and maintain strong and effective working relationships both internally and externally.</p> <p>To have a compassionate heart for your persecuted family and a passion to serve them.</p> <p>Willingness to take a Spirit-led leadership role relating to the evangelical, spiritual life of the Ministry, including leading prayers and devotions regularly.</p> <p>Commitment to undertaking personal continuing professional development.</p>	
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**OTHER INFORMATION:**

There is an occupational requirement under schedule 9 of the Equality Act 2010 for this post to be held by a Christian. This will, in part, be considered demonstrable by the following additional specifications:

- consistent with believing the Bible to be authoritative and true, you will be seeking to develop sound biblical knowledge; applying that knowledge in your daily life and promoting that application in the lives of those around you;
- upholding the Bible’s ethical and wider teaching, with particular regard to those matters mentioned in our Ethos Statement;
- having a sound prayer life and consistently reading the Bible;
- regularly attending a church, or Christian fellowship, whose teaching and practice is in agreement with our biblical basis (Hebrews 10:25) and Statement of Faith;
- being in full agreement with Release International’s Statement of Faith, Ethos Statement and Code of Conduct.

## How to Apply

Please apply using the attached application form. Completed applications forms are to be returned by email to Lynnette Feist at [recruitment@releaseinternational.org](mailto:recruitment@releaseinternational.org).

Or by post to:

Lynnette Feist  
Director of Personnel and Internal Operations  
Release International  
PO Box 54  
Orpington  
BR5 4RT

The closing date for this position is **9.00am on Friday 29<sup>th</sup> November 2024**. After shortlisting interviews will be held in-person at our office in Orpington, Kent, on **Monday 9<sup>th</sup> December 2024**.

The post will commence as soon as possible for the successful applicant, subject to all necessary and satisfactory references and checks having been met, but this will be confirmed with the successful applicant.

All applicants will be advised as to whether they have been shortlisted for interview and all applications will be retained for 12 months from the closing date of the application.

All personal data/special categories of personal data are processed in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) 2021. Please see Release International's Privacy Statement at <https://releaseinternational.org/faith-and-policy-statements/> . We rely on the lawful basis of consent, contract and legal obligation to process the information you provide as part of your application.

Pre-employment checks for this post will include references, evidence of the right to work in the UK and check of any qualifications and membership(s).

On the following pages you will find our Ethos Statement, Statement of Faith and Code of Conduct.

## Further Information

If you require any further information, please contact the Director of Personnel and Internal Operations, Lynnette Feist, at [lfeist@releaseinternational.org](mailto:lfeist@releaseinternational.org) or 01689 823491.

**Thank you for your interest in this role, we look forward to receiving your application.**

## Ethos Statement

Release International is a Christian Ministry which, within the environment of UK law and governance, is a Company Limited by Guarantee. It is also registered as a charity and governed by a Board of Trustees. The Charity's objects and powers of governance are documented in the Articles of Association.

The Charity's objects are described in the Articles of Association as follows:

- To advance the Christian faith in accordance with the Statement of Faith and Ethos Statement;
- The relief of poverty and other hardship, need or distress, for those who are suffering persecution or marginalisation for their Christian beliefs, and their families, by providing support and assistance;
- To further the charitable work of the Charity by the advancement of such other charitable purposes as the trustees shall from time to time decide, provided such purposes are consistent with the Statement of Faith and Ethos Statement.

Our **Calling** states:

Through the ministry of Pastor Richard Wurmbbrand and Hebrews 13:3 we have been called by God to love and serve persecuted Christians.

The following five Strategic Purposes (SP) form our **Mission** statement, which shows how we love and serve persecuted Christians, by:

- Raising their VOICE.
- Giving them the 'TOOLS' they need to live for Jesus Christ.
- Calling Christians into FELLOWSHIP with them.
- Learning lessons of Christian DISCIPLESHIP with them.
- Maintaining Christian STEWARDSHIP to honour them.

Consistent with being a Christian Ministry, the 'three Ps' of our **Taxonomy** of persecution define how we give 'TOOLS' to Christians being persecuted in four clear ways (often experienced concurrently):

Around the world we **p**rayerfully, **p**astorally and **p**ractically help:

- Families of Christian martyrs
- Prisoners of faith and their families
- Christians suffering oppression and violence
- Christians forced to flee.

The motivation for the Ministry is rooted in faith in Christ and as a Christian Ministry therefore, Christian faith is of central importance to the objects, the work and the ethos of Release International and this is expressed in the [Statement of Faith](#), part of the Articles of Association, to which all Trustees, all Staff<sup>1</sup> and all Volunteers must subscribe.<sup>2</sup>

For the purpose of the Equality Act 2010, staff employed by Release International work to fulfil its Calling and Mission and the Charity's objects and are committed to model the

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<sup>1</sup> Where an occupational requirement applies.

<sup>2</sup> Described as the Basis of Faith in the Volunteer Application Pack

practical implications of our biblical beliefs at every level. In that sense every employee and Volunteer is an ambassador for Release International and for Jesus Christ and there is therefore an occupational requirement for employees of Release International, its Trustees, Mission partners and Volunteers to be Christians, adhering to the basis of this Ethos Statement; holding as true the [Statement of Faith](#) of Release International and living in accordance with it.

Further reason for applying an occupational requirement is the need for the Ministry as a whole, as it pursues its Christian Calling and Mission, to be united in Christian fellowship and endeavour; each member of the Ministry serving God, each other, and all its constituents, in fullness of Christian faith through prayer and by the leading of the Holy Spirit and with experiential ownership of all our Values (see below). This unity and calling to service goes beyond having moral or religious values in common. We recognise and rejoice in our shared experience as Christians (being those who, upon repentance from sin, have experienced as true the grace of new birth, bringing them to that fear and knowledge of God which is expressed in a life of obedience to His word, as a disciple of Christ).

Given the above, Release International is satisfied that it continues to be proportionate to apply that requirement to its current roles, but will keep this under review (including each time this document is reviewed).

The Christian ethos of Release International is expressed in the **Values** that having a personal relationship with Christ engenders:

### **God's love**

We believe our attitudes and actions must reflect the kindness, mercy, grace and compassion of Jesus in all we do towards all people, but with special concern for oppressed and persecuted Christians (Galatians 6:9-10). We seek only to do good. In expressing our passion for justice and being a voice for the persecuted (Micah 6:8, Proverbs 31:8, 9), we choose to love and respect others, whether Christian or not, whether in fellowship with us or not (Mark 12:31).

The meaning of life is to be found in the immeasurable love of God in Jesus Christ (John 3:16). Its most fundamental characteristic is that it seeks the good of the other. It is contrary to all selfish, self-centred attitudes (1 Corinthians 13). Love is more than an emotion. It involves choosing to love others, including our enemies (Matthew 5:43-44). God's perfect love eradicates fear (1 John 4:18).

### **God's Word**

We recognise that God's Word (the Bible) is inspired by the Holy Spirit. It is our supreme authority and pattern for living, not only in matters of personal faith<sup>3</sup> and conduct<sup>4</sup> but also in all we do as a ministry as part of the Body of Christ (Psalm 119:160; 2 Tim. 3:16-17; James 1:22-25).

### **God's Kingdom**

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<sup>3</sup> For example: the order and value of the biblical family model; God's created order for male and female rooted in our innate immutable biological sexual identity (Genesis 2:24; Hebrews 13:4; Matthew 19:4; Ephesians 5:22-6:4)

<sup>4</sup> For example: the need for celibacy outside marriage or fidelity within marriage (being the union of one woman and one man to the exclusion of all others); lovingly confronting beliefs, behaviours or life-styles which are sinful, and therefore harmful (John 8:1-11)

We want to obey the words of Jesus in seeking first the Kingdom of God (Matthew 6:33) such that God's reign is evident in our lives and ministry.

We are receiving an 'unshakeable kingdom' as God's gift and God's initiative (Hebrews 12:28). As co-labourers with God in establishing His kingdom we are passionately focused on seeing people come to faith in Christ, discipling, equipping and empowering them to be effective witnesses, especially in situations of persecution (Matthew 5:10; 28:19-20).

### **Prayer**

We take prayer seriously, and as a team model this by regularly and purposefully spending time with God. Recognising that the prayers of righteous people have great effect (James 5:16) we try our best to live holy lives, praying as much as possible, giving thanks in all circumstances (1 Thessalonians 5:16-18).

### **Integrity**

By the grace of God we want our lives and ministry to demonstrate Christian integrity.

We want to be known as people of humility, justice and mercy (Micah 6:8) others can trust because of our consistency of word and deed; truthfulness and honesty (2 Corinthians 4:2, Proverbs 10:9).

Exercising wisdom (Matthew 10:16), we will always seek to speak out on behalf of persecuted Christians with integrity, humility and a servant heart, ensuring their message can be verified and trusted.

### **Relationships**

In Christian teaching, the Greek word 'koinonia' describes how Christians come together as a family, with believers being regarded as 'brothers and sisters in Christ'. Relationship; partnership; community; unity; sharing; common purpose; mutual effort; being joined together to work as a team; sharing the burden equally: these are all things we value and seek to practise as we exercise our ministry at home and abroad.

### **Church**

It is important to us to work with and through 'local' church leaders wherever possible, supporting them in their pastoral responsibilities. In doing so we aim to serve and equip believers in the UK and Ireland, and in nations where persecution takes place; developing understanding of, and response to, persecution as they seek to grow together in Christian maturity and discipleship (1 Corinthians 12:26; Colossians 1:28; Ephesians 4:11-16).

In our dealings with individual Christians we will emphasise the significance of their membership of the Body of Christ (1 Corinthians 12:27) to which we also belong as brothers and sisters together, in the one worldwide church.

The values, attitudes, motivations and relationships of staff and the way the Ministry achieves its Calling and Mission is as important as the Ministry itself. Staff are expected to act in good faith and with loyalty to a relational ethos and to biblically Christian standards of behaviour; see [Code of Conduct](#). Failure to do so may result in disciplinary action; see [Disciplinary Policy](#).

According to the values expressed in this [Ethos Statement](#) and given the belief set out in the [Statement of Faith](#) of the Divine Inspiration and Supreme Authority of the Bible as the written word of God, fully trustworthy for faith and conduct, we wish to express solidarity in what we say and what we do with those who desire to lead a godly life in obedience to the scriptural teaching that sexual relations are intended by God only within monogamous

heterosexual marriage and to express support for all who adhere to such scriptural teaching, particularly those who are suffering as a result of their faithfulness.

Release International will not unlawfully discriminate; see [Equal Opportunities and Diversity Policy](#).

### **Statement of Faith**

We believe in:

The one true God who lives eternally in three persons—the Father, the Son and the Holy Spirit.

The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.

The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God—fully trustworthy for faith and conduct.

The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgment.

The incarnation of God's eternal Son, the Lord Jesus Christ—born of the virgin Mary; truly divine and truly human, yet without sin.

The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.

The bodily resurrection of Christ, the first fruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.

The justification of sinners solely by the grace of God through faith in Christ.

The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.

The Church, the body of Christ both local and universal, the priesthood of all believers—given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.

The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgment, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

## Code of Conduct

### Introduction

Release International's [Ethos Statement](#) includes the values that are demonstrated in the lives of those in relationship with Christ and notes that the values, attitudes, motivation and relationships of staff and the way the Ministry achieves its Calling and Mission is as important as the Ministry itself. Staff employed by Release International work to fulfil the charity's objects and its Calling and Mission.

This Code of Conduct defines Release International's expectations of behaviour and interactions for all staff whilst on Release International premises or whilst engaged in Release International's work, wherever the location and wherever an observer may reasonably associate them to Release International. Staff are expected to make every reasonable effort and intention to meet the standards of personal conduct and working practice set out in this Code. All staff are expected to act in good faith and with loyalty to a relational ethos and to certain biblical, Christian standards of behaviour, in particular staff whose role has an occupational requirement to be a Christian. Inappropriate conduct outside working hours and/or outside the workplace, may be considered to be in breach of this Code, especially where it brings the Ministry into disrepute.

This Code of Conduct applies in principle to all staff (full-time, part-time and those employed as consultants) and the term staff is used throughout the policy to apply to all of the above. Trustees have their own Code of Conduct. All job applicants are asked to confirm that they will abide by the Code of Conduct, see [Recruitment Policy](#).

### Standards of Conduct

As a Christian Ministry rooted in shared beliefs and values the following are examples of behaviour that it is expected that all staff will demonstrate:

- Treat one another with grace, respect, courtesy, politeness and forgiveness;
- Honesty and co-operation in all interactions, timekeeping and work practice;
- Respect for authority and for each other as we work together;
- Good stewardship of Release International's finance and resources;
- Willingness to give personal account of a living faith in Jesus Christ within settings and context appropriate to day-to-day responsibilities;
- Regular commitment and participation in the life of a local church.

There are many scriptures which relate to standards of Christian conduct, but some key scriptures to keep in mind are as follows:

'In your relationships with one another, have the same mindset as Jesus Christ.'  
Philippians 2:5ff

'Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.'  
Colossians 3:12-14



‘And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.’ Colossians 3:17

‘Let all that you do be done in love.’ 1 Corinthians 16:14

As a Christian Ministry, prayer – both corporate and individual, is central to our work and as such all Christian staff are expected to participate in, and lead, daily devotions either at Release International premises when they are on site, or online if working remotely. In addition, all staff are expected to participate in ‘All Staff’ meetings and Staff Away Days which are held up to three times a year and which include acts of worship, teaching and prayer.

All staff are expected to uphold Release International’s policies and procedures, all of which are referenced in the [Staff Handbook](#) which provides other important information for staff.

Appendix E of the [Safeguarding Policy](#) provides a Safe Practice Code of Conduct with specific reference to safeguarding and promoting the welfare of children and vulnerable adults which should be read alongside this Code of Conduct.

Particular care needs to be taken when using any form of media. In media channels, it is possible for people to construe staff as speaking for Release International, whether they mean to or not. Therefore, great care should be taken when contributing personally to Social Media, e.g. Facebook, Twitter, Instagram, LinkedIn etc. A good question for staff to ask themselves when posting to Social Media is, “Will this negatively impact on the Ministry or reputation of Release International in any way? Will it compromise the standards set out in this Code of Conduct?” If there is even the slightest thought that it might – please do not post. If staff are approached to speak on behalf of Release International in other forms of media, and it is not a part of their usual role to do so, they must take advice from the Director of Engagement before doing so.

## **Breaches of the Code of Conduct**

Whilst this Code of Conduct endeavours to set out standards, we do not want to be legalistic in our approach and our application of these standards. It is important that we remember that all sin and fall short of the glory of God (Romans 3:23). We must be alert to the temptation to be quick to see faults in others and overlook our own, or to focus on a person’s past and overlook grace.

In this regard, Release International would be deeply concerned if a staff member’s conduct towards another person (in particular one who has repented), shows a heart that is prejudiced, legalistic or unforgiving. Unrepentant conduct of this kind would be contrary to this Code of Conduct and suggest an inability to meet an occupational requirement to be a Christian.

As a Christian Ministry, as expressed in the [Ethos Statement](#) and [Statement of Faith](#), Release International is committed to act in all circumstances with compassion, grace and pastoral concern and breaches of the Code of Conduct will be dealt with in this way in accordance with the [Disciplinary Policy](#).

## Unsatisfactory conduct

Potential examples of unsatisfactory conduct include, but are not limited to:

- Poor timekeeping or attendance; unauthorised absence;
- Persistent disruptive behaviour;
- Unreasonable repeated failure to attend daily devotions either at Release International premises when they are on site, or online if working remotely;
- Repeated failure to attend 'All Staff' meetings;
- Repeated failure to attend Staff Away Days;
- Deliberately undermining the work of Release International or another staff member, internally or publicly;
- Rudeness to staff, visitors, supporters or anyone connected with Release International's work;
- Insubordination to management;
- Failure to comply within an acceptable time with a reasonable management instruction;
- Sexist language or sexual innuendo;
- Posting or forwarding social media comments deemed to be inappropriate by Release International;
- Remove or attempt to remove any article or articles which are Release International's property, or any individual's property kept on Release International's premises without prior permission of the owner or inventory holder;
- Any other conduct which is likely to endanger the order, harmony, welfare, character or reputation of Release International.

## Gross misconduct

Examples of potential gross misconduct include, but are not limited to:

- Any action constituting a serious criminal offence;
- Commit or attempt to commit any act which may endanger persons or property or which breaches any safety rule, Release International policy or legislation;
- Offering or accepting a bribe or making a secret profit;
- Dishonesty, including giving false or misleading information during the recruitment process, whether or not material to the decision to offer employment;
- Theft or fraud from Release International, its staff, visitors, supporters or anyone connected with Release International's work;
- Falsification of records or expenses;
- Deliberate and serious damage to the property of Release International, its staff, visitors, supporters or anyone connected with Release International's work;
- Causing loss, damage or injury by serious negligence;
- Misuse, or use for personal gain, of equipment belonging to Release International;
- Reporting to, or being at, work unfit due to the influence of alcohol, solvents, prescriptions or non-prescription drugs or any other illegal substance;
- Deliberate misuse of alcohol, solvents, prescriptions or non-prescription drugs or any other illegal substance;
- Deliberate viewing or circulating of pornographic, offensive or obscene material;
- Use of sex workers / prostitutes;
- Racist or deliberately sexist language, blasphemy or deliberate sexual innuendo, use of commonly accepted swear words, especially where there is repeated use;
- Gross insubordination;

- Physical violence, threats, harassment or bullying in relation to any member of staff, visitor, supporter or anyone connected with Release International's work;
- Unjustifiably posting or forwarding illegal social media comments;
- Abuse of others, including children;
- A serious breach of safety procedures or regulations;
- A serious breach of confidentiality, confidence, trust or Data Protection;
- Unauthorised distribution, either privately or publicly, of images of dead or disfigured bodies;
- Be in possession of firearms or any offensive weapon in the course of your work, wherever the location;
- Any action likely to seriously endanger the order, harmony, welfare, character or reputation of Release International.

#### Inappropriate conduct outside of working hours and/or outside the workplace

Inappropriate conduct outside working hours, or outside the workplace, may be considered to be in breach of this code, especially where it brings the Ministry into disrepute. Determining whether it is a breach may include considering the nature and context of your role within Release International.

Potential examples of inappropriate conduct outside working hours and/or the workplace include, but are not limited to:

- Any criminal offence;
- Any action which affects the performance of a member of staff in their particular role or which renders a member of staff unsuitable for the type of work they do (e.g. loss of driving licence where driving is essential to the job);
- Any action which leads to a breakdown in mutual trust between Release International and a member of staff (e.g. fraud or deception);
- Any action which damages the reputation of Release International, impedes its Ministry or otherwise damages your ability to represent Release International;
- Publicly expressing views or being associated with organisations/events which are inconsistent with your position within Release International, taking into account the nature and context of your role, Release International's [Statement of Faith](#) and Release International's [Ethos Statement](#).