



St. Mary's
Coventry



Candidate Recruitment

About the Diocese of Coventry

The Diocese of Coventry represents the Church of England in Coventry, Warwickshire and part of Solihull.

With our network of over 200 parishes, we have a Christian presence in every local community.

We have a rich variety of people, traditions and organisations united by our shared purpose of worshipping God, making new disciples and transforming communities.

We current have a double vacancy with regards to our bishops and our acting bishop is Bishop Ruth.



Interim Bishop

The Rt Revd Ruth Worsley

About St. Mary's Coventry

- St. Mary's has been through a number of changes over the last 18 months since appointing the new Priest-in-Charge Revd Tom Cook.
- We have adopted a new vision for the parish: Growing Love and Faith that Transforms Lives.
- St. Mary's has three priorities that are guiding a lot of our work: Small Groups, Young People, Irresistible Environments
- Our community values are: Welcoming, Fun, Generous, Affirming
- St. Mary's Coventry is found in the North East corner of Coventry City.
- There are almost 10,00 people living in the parish.
- We have over 100 regular members of the church with average attendance between 70-80 on a Sunday morning.
- We offer a number of different services. Our traditional sung Eucharist with hymns on Sunday 10am and a small praise and prayer service at 5pm. We have a midweek said communion service and a monthly Lego Church on Sunday afternoons.
- There is a growing youth work which has about 40 regular young people.
- St. Mary's enjoys a close relationship with our local Church of England Primary school 'Walsgrave CoE Academy'. Walsgrave CoE Academy is one of 5 primary schools in the area and we also have 2 secondary schools.



Note from the Revd Tom Cook

I wanted to take a moment to personally thank you for your interest in applying for this brand new role of Operations Assistant at our church. It's truly heartening to see individuals like yourself who are eager to contribute to our community.

This role offers an exciting opportunity to not only support the day-to-day operations of our church but also to play a vital role in shaping our culture. As we continue to strive towards our vision of 'Growing Love and Faith that Transforms Lives'.

Your potential involvement in this position is invaluable, as we work together to create a welcoming and inclusive environment where individuals can grow spiritually and personally. Your contributions will undoubtedly help us in achieving our goals and making a positive impact on the lives of those within and beyond our congregation.

As we have created this new challenging role I want to assure you that we don't expect everything to be done instantly but you will help to shape the culture of our community over time.

Once again, thank you for considering this opportunity to join our team. We are eagerly looking forward to the possibility of working together towards our shared vision.

Please do not hesitate to reach out if you have any questions or need further information. We appreciate your interest and look forward to potentially welcoming you aboard.





Equality, Diversity &

“There is neither Jew nor Gentile, neither slave nor free,
nor is there male and female, for you are all one in Christ
Jesus” (Galatians 3:28)

Equality, Diversity and Inclusion Statement

In the Diocesan offices we are committed to work with determination towards a fuller representation of the social, cultural and ethnic diversity which accurately reflects the people we serve in the Diocese of Coventry. We expect all employees to promote and model equality, diversity and inclusion in their working practices and relationships and to uphold principles of equality of opportunity in accordance with our legal and theological obligations as written in Galatians 3:28 which says, *“There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus”*.

If you have a disability or long-term illness that you feel prevents you from meeting any of the essential criteria detailed in the person specification, please contact us to discuss what reasonable adjustments we can make for you.

As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

All employees undertake mandatory Equality, Diversity and Inclusion training during their employment with us.

Our Values

Values

We want to be known as a people who create a community that is welcoming, generous, fun and affirming of all people. The aim is to have all of our activities conveying all these values. So when we are starting or reviewing activities we want these values to be working their way through the whole enterprise.

Welcoming

We want all people who walk through our doors or come into contact with the church to feel like they have been genuinely welcomed.

Fun

We want people to have a really enjoyable experience when engaging with St. Mary's. A fun journey of faith is based on the thrill of adventure God calls us all onto. The happiness we experience through fun is the engaging balance between challenge and achievement.

Generous

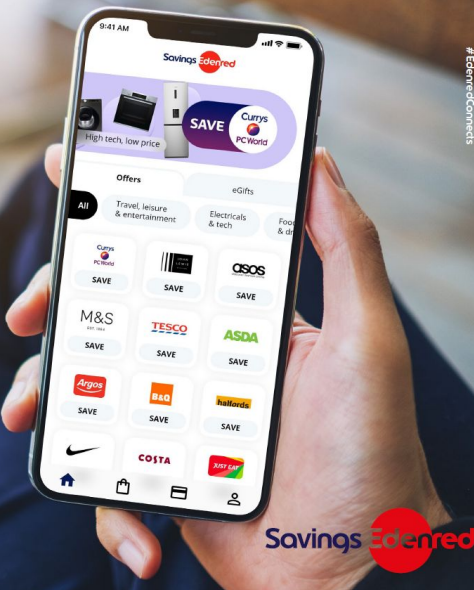
God has been generous to us in love and we want to demonstrate that generosity in what we do. From great biscuits to attentively listening to people's stories. This culture of generosity will reflect in our attitude of serving and giving in the St. Mary's community.

Affirming

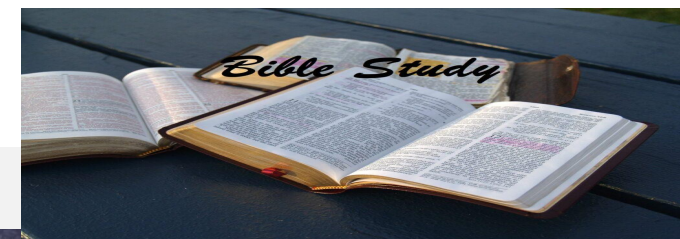
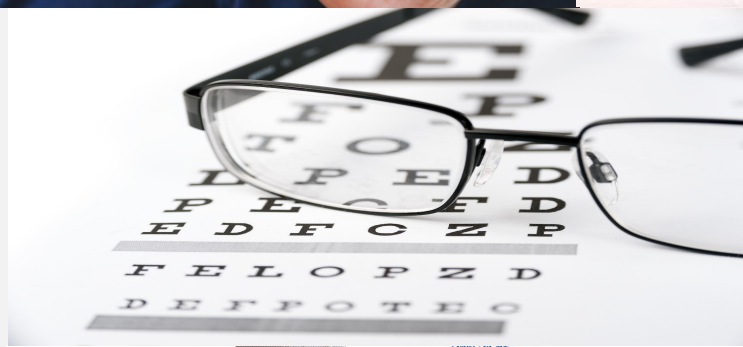
We work to ensure that all we do reflects the statement that has helped describe St. Mary's for a number of years and is found on the homepage of our website:

"We are an affirming church, recognising that everyone is made in God's image; celebrating all people of every age, gender, marital status, sexual orientation, nationality, physical or mental abilities, culture, background, and present or past situation."

Edenred Savings
The benefits platform helping businesses drive employee engagement, wellbeing and motivation.



Employee Benefits



Our Benefits in Detail

- We pay, at a minimum, the Real Living Wage to all our employees
- Pension Scheme with employer pension contributions of 3%
- 25 days annual leave, plus bank holidays
- Positive approach to Mental Health and Wellbeing for all employees
- Eye Care Vouchers or Equivalent
- Training & Development



The Application form

Tips to maximise your success

How to complete our application form

- When completing our application form, please make sure you complete all relevant sections in full.
- Ensure that you check your spelling and that your email address and phone number are correct so that we can contact you.
- Carefully read the Job advert, Job description and Person specification to enable you to answer any questions fully, to show how you meet the criteria for the role.
- Most sections are self-explanatory, however the main sections that you will be scored against are below. (Please complete these in full, with the tasks you undertook, and expand on any tasks that are relevant to the role you are applying for):
 - “Main duties and responsibilities” in the previous employers’ sections.
 - “Describe your present employment in terms of responsibilities and relationships”
 - “Give reasons why you think you would be suitable for this post giving evidence as to why you meet the criteria detailed in the person specification” (Please consider the tips on the next page with regard to completing this section).



APPLICATION FORM



Post Applied For:				
Where did you first see this vacancy?	Diocesan website	<input type="checkbox"/>	Diocesan eBulletin	<input type="checkbox"/>
	Pathways	<input type="checkbox"/>	Charity Jobs	<input type="checkbox"/>
	WMI Jobs	<input type="checkbox"/>	Indeed	<input type="checkbox"/>
	Third Sector Jobs	<input type="checkbox"/>	Word of Mouth	<input type="checkbox"/>
	Employment agency (please state which)			
Other (please state)				

PERSONAL DETAILS

Surname (Including Preferred Title)			
Forename(s)		Known As (not surname)	
Address (inc. Postcode)			
Home Telephone No:			
Daytime Telephone No:			
Mobile Telephone No:			
E-Mail Address			
Do you hold a current Driving Licence	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Details of any Penalty Points			

EDUCATION AND TRAINING

Secondary Education – Name(s) of School(s)	State whether full or part-time giving exam results and grades	
University/College and other Further Education and Training	Type of Course and Subjects Studied	Qualifications

Tips for showing you meet the criteria on the Person Specification

- We understand that no-one is perfect, will meet 100% of the shortlisting criteria or score full points for each item on the essential criteria detailed on the person specification. We offer training and support to all our employees to ensure any gaps of knowledge are addressed so do not worry if there are some criteria that you only have limited experience of. The following points should help guide you when you complete your application form:
- Don't assume that we have knowledge of the situation/context that you are writing about.
- Avoid using acronyms as we may not know what they mean.
- Essential Criteria are key to the role and show what experience or qualifications you need to have familiarity with, in order to do the role, so please give as much detail as you can. It is the essential criteria that we use to score your application form, to decide if you will be accepted into the next phase of the recruitment process. Think about relevant examples from either your current job, a previous job, your personal life, community or any voluntary work that you undertake.
- Desirable criteria are experiences/qualifications that are “nice to have” but are things that can be taught “on the job”. We do not usually score against the desirable criteria, unless all of the applicants scores are very close on the essential criteria. We would then use the desirable criteria as a secondary measure. If you do meet any of the desirable criteria, then please address them in the same way that you do for the essential criteria.
- When addressing each item on the essential criteria, consider laying out your answer using the STAR technique as below:
 - S – Situation – what was the situation you were facing?
 - T – Task – What was it that you needed to do?
 - A – Action – How did you complete the task and why? (highlight only your contribution, not others)
 - R – Result – What was the outcome of your actions, what went well, and what did you learn?



Thank you for applying to work for US

If you have any questions, you can contact the Revd Tom Cook.

We wish you every success with your application and thank you for your interest in St. Mary's Coventry.