



Visible Ministries Application Pack



We are excited that you are interested in applying for a role with Visible Ministries.

Our vision is to “level mountains and lift valleys to reveal Jesus.” We interpret these ‘mountains and valleys’ as the emotional, social and spiritual obstacles that exist in people’s lives.

Our flagship initiative is the Naked Truth Project. Find out more about the work at www.nakedtruthproject.com

Included in this pack is a Job Description and Vision and Values document. Once you have read **both** use the link below to access the online application form.

Online Application form:

<https://ntproject.typeform.com/visibleapp>

The closing date for applications to be submitted is:

April 30th 2024



JOB DESCRIPTION

Job Title: *Project & Events Co-ordinator*

Hours: *14hrs a week.*

Location: *Remote working. A monthly visit Manchester may be required.*

Salary: *£25,488 (£10,195 pro rata)*

Length of Contract: *12 months (with possible option to extend)*

Job Purpose:

To help Visible Ministries strategically celebrate its 10 year anniversary through events and projects and help strengthen our national operations.

Main Responsibilities and Duties:

Project & Events Co-Ordinator

- Help define project/event scope and objectives connected with 10 year anniversary initiatives including a gala event and review magazine.
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner.
- Prepare budget based on scope of work and resource requirements.
- Track project costs in order to meet budget.
- Develop and manage a detailed project schedule and work plan.
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress.
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables.
- Utilise best practices, techniques, and standards throughout entire project/event execution.
- Monitor progress and make adjustments as needed.
- Measure project performance to identify areas for improvement.
- Be able to implement practical preparations to make each project/event a measurable success.

General

- Enter fully into the team life of Visible Ministries, including a willingness to take part in and lead spiritual activities such as team prayer and Bible study.
- Be an advocate for the charity externally and be an ambassador for Visible Ministries and Naked Truth Project.
- Identify personal funding sources and seek contributions to the charity. Undertake any other reasonable duties, commensurate with the level of the post, as deemed appropriate by the CEO.

- Willing and able to work during occasional evening or weekend events.

Personal Spec:

Essential

- Previous experience of project/events management.
- Proven ability to solve problems creatively.
- Experience seeing projects through the full life cycle.
- Great analytical skills.
- Strong interpersonal skills and extremely resourceful.
- Proven ability to complete projects according to outlined scope, budget, and timeline.

Desirable

- Skills and experience in writing, editing, publishing.
- Related qualifications in business or similar field.
- Strong familiarity with project management software tools and best practices.
- A proven track record in self-development.

Confidentiality.

Any information relating to people contacted by or working with the Charity acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

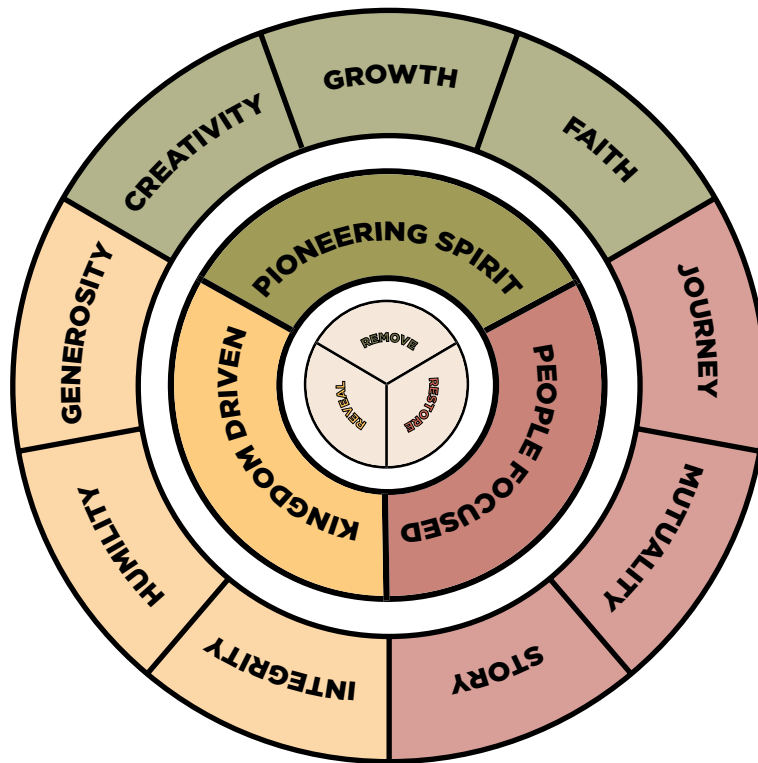
Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

Note:

This job description is not exhaustive and amendments and additions may be required in line with future organisational changes.

This role is part of Visible's "Core Team" and has an Occupational Requirement to be a Christian, as permitted under Schedule 10, Part 2, of the Equality Act 2010.

Visible Ministries: Vision, Mission, Values & Ethos



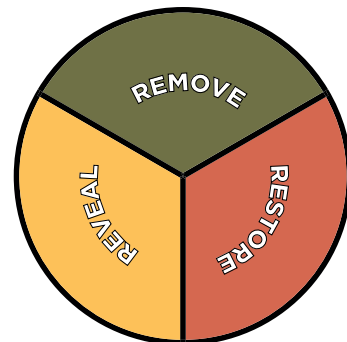
VISION: OUR WHY

Our vision explains the why of Visible Ministries. Our motivation, our preferred future, what we hope for and work towards.

Adopting the language and passion of Isaiah 40, our vision is to “**level mountains and lift valleys to reveal Jesus.**” We interpret these ‘mountains and valleys’ as the emotional, social and spiritual obstacles that exist in people’s lives. We believe that God wants humanity to flourish and so seek to identify and address what needs to be removed and restored so that Jesus can be revealed within society and people’s lives.

Therefore we summarise this vision in 3 words.

Remove. Restore. Reveal.



You can watch a short vision video [here](#)

MISSION: OUR WHAT

Each of Visible’s initiatives will have a distinct mission that is a particular and practical outworking of our vision to remove, restore and reveal. If the vision is our ‘why’, then a project’s mission represents the ‘what’. Visible’s flagship initiative, the Naked Truth project, has a mission to “open eyes and free lives from the damaging impact of pornography.” We do this through awareness, education and recovery programmes.

VALUES: OUR WHO

Our core values reflect who we are as a team. What we aspire to and some of the characteristics that make us distinctive as Visible Ministries.

Kingdom Driven

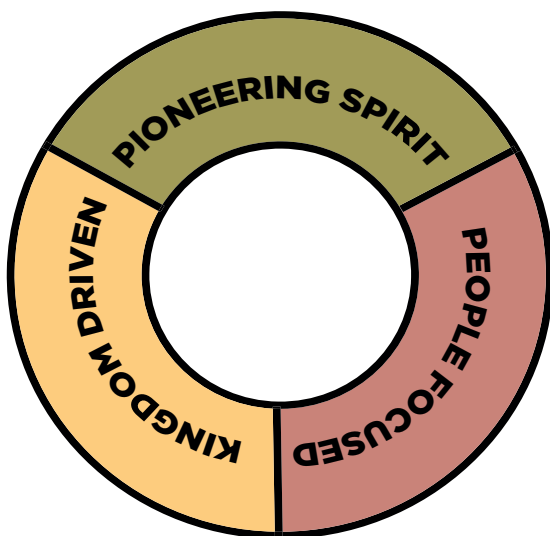
As a team that is kingdom driven, we aim to prioritise God's leadership and direction in our work and our lives. We aspire to align our daily attitudes and actions with His character and the inclusive, counter-cultural and upside down Kingdom principles we see modelled in the life of Jesus.

Pioneering Spirit

To fulfil our mission and vision, we recognise the necessity to strike out to new places and reach 'out of reach' people. We embrace our responsibility to develop and grow sustainable initiatives while cultivating the courage, faith, resilience, and industrious spirit of the pioneer. We choose to lean in to the unknown, to try something, even if it fails.

People Focused

Our mission will always require us to be a team who place the well-being, dignity and needs of individuals at the forefront of who we are. We seek to value the unique stories of those we work alongside and serve, reminding us that behind every statistic, email or meeting is a human story deserving of our attention and compassion and we seek to listen, understand, and respond in ways that are relevant, uplifting and empowering.



These 3 values can be summarised
With 3 statements.

Kingdom Driven:
“Unashamed & Accessible”

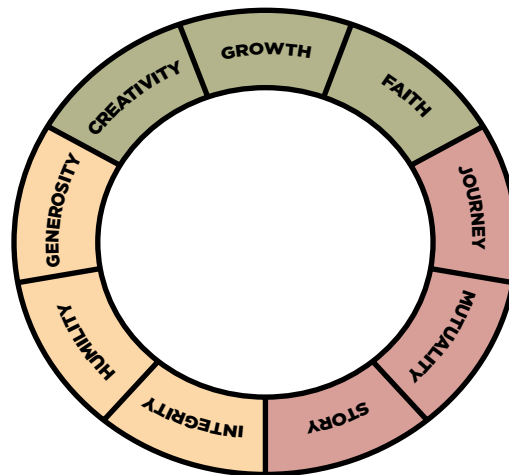
Pioneering Spirit:
“Stepping Up and Stepping Out”

People Focused:
“People Not Projects”

ETHOS: OUR HOW

Our ethos is how we seek to live out our vision, mission and values as a team.

We have 9 keywords that help define this ethos, with 3 words aligned with each of the 3 core values.



Kingdom Driven

Generosity

We chose to avoid a scarcity mindset, trusting we will have enough and can be generous with our ideas, resources and time. We believe that partnership and collaboration often lead to expanding impact and that competitive comparison and fear can draw us away from generous living.

Integrity

Integrity means “oneness” or “wholeness”. It is essential that we “practice what we preach” and aim for transparency and accountability in our private actions and attitudes.

Humility

Acknowledging both the danger and attraction of assuming ‘we got it right’. We will continually look to God’s leadership and direction and seek to remain open to being challenged and corrected by others.

Pioneering Spirit

Creativity

We place high value on not just what we do but how we do it. Creativity can capture attention and enables reflection in ways that are essential to changing minds and lives. Therefore we will go the extra mile, as we invest time, money and energy to embrace the innovation and depth creativity brings to our work.

Growth

We aspire to grow both deep and wide- seeking not just to expand our reach and impact but also to cultivate the health and excellence of our organisation. We understand that growth and progress don’t always look the same and every season in nature doesn’t produce fruit. We embrace seasons of stability and we celebrate resilience but are careful not to become settled.

Faith

To have confidence in a vision, a plan. To have courage to step forward or to step back, when the outcome is unknown. To trust God and each other and things unseen. As we embody a pioneering spirit we acknowledge the need to be a people who take regular leaps of faith.

People Focused

Journey

We understand that individual and cultural transformation is often more incremental than instantaneous. We value the concept of the journey, aiming to listen, learn and meet people where they are, to help them take the next move forward.

Story

Stories have unparalleled potential to connect, enable empathy, transform perspectives, and inspire actions. We value stories as a primary means to inform and inspire. Seeking to share a story to help someone else change theirs.

Mutuality

We aim to foster mutuality, recognizing that everyone possesses equal value, worth, and dignity. Yet, we acknowledge our differences, with unique needs, beliefs, and backgrounds that require tailored responses to honour that diversity. This principle is exemplified by Jesus, who demonstrated mutual love for all, while also showing special devotion and attention to the vulnerable and powerless.