



CROSS⁺TEACH

TEACHING ABOUT THE CHRISTIAN FAITH IN SCHOOLS

2026-27

WORKING WITH US



**OPERATIONS
COORDINATOR
APPLICATION PACK**

www.crossteach.com





ABOUT US

crossteach was founded in 2001 by an enthusiastic teacher and a group of volunteer trustees, with the main aim of encouraging young people in secondary schools to explore the claims of Jesus Christ in a fun and relevant way, in and around Tunbridge Wells. We have grown steadily and now have a team of workers based in different parts of the UK.

We are also supported by a dedicated group of trustees, representing the different areas where we work.

We consider our work to be cross cultural mission within the UK and as such we are seeking team members who understand and share our vision, have a calling and gifting to work in a teaching role with young people in the UK, or can support colleagues in this role, and have the necessary maturity and character to flourish in a role with us and be robust enough for the challenges such work brings.



We are delighted that you are considering joining our team.

This pack should contain all the relevant information you need. We hope it will give you as much information as possible, enabling you to make an informed decision about whether to apply.

If you have further questions, please do get in touch.

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Our aims:

- To provide direct encounters with Christians speaking about their faith which are enjoyable, memorable and challenging.
- To teach informed RE lessons that provoke critical enquiry and thoughtful reflection.
- To lead inspiring, stimulating Collective Worship.
- To run extracurricular activities that allow pupils to explore fundamental questions about human life, religion and belief.

Our approach:

- Professional: engaging, trained, organised, experienced and working within national and local requirements and guidelines
- Reputable: working in schools with integrity and transparency since 2001
- Distinctively Christian: knowledgeable, authentic and passionate about the Christian faith
- Collegiate: working in partnership with schools at their invitation and under their direction, and alongside local churches and other school visitors.



OUR TEAMS



KENT

KENT@crossteach.com

Our work is mainly around Tunbridge Wells, and Tonbridge.



LONDON

LONDON@crossteach.com

The London team covers Camden, Islington, Brent and Tower Hamlets.



NOTTINGHAM

NOTTINGHAM@crossteach.com

The team work in City and County schools.



WARWICKSHIRE

WARWICKSHIRE@crossteach.com

The team mainly work in the central Warwickshire area.



CAMBRIDGESHIRE

WARWICKSHIRE@crossteach.com

The team mainly works in St Neots and the surrounding area.

CROSSTEACH

OPERATIONS COORDINATOR



We expect our operations coordinators to be...

Professional

You must have the training, skills and experience required to carry out your role effectively.

You should have a reasonable understanding of the education system, the role of school visitors and the relevant boundaries and expectations, especially around issues such as safeguarding.

You should have a reasonable understanding of how churches function, especially regarding external partners.

Reputable

You will be an ambassador for local churches, the wider Christian community and **cross**teach. You will need to work with a high level of openness and integrity. You should recognise the need to build high levels of trust with all stakeholders.

We work hard to build a trusted reputation in every area where we work.



Distinctively Christian

You will either be a committed, mature Christian. Or someone who understands the Christian faith and is supportive our Mission, Vision, Aims and Approach.

You should be passionate about education, especially regarding pupils learning about different faiths and worldviews, including the Christian faith.

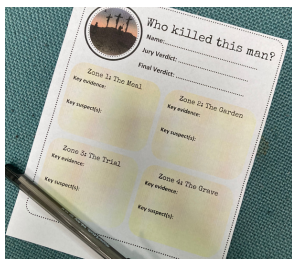
We recognise this work can be challenging and so you will have a support network around you.

Collegiate

As an Operations coordinator, you will work within a small local team and as part of a wider national team. You must be able to work well in a team and contribute to the overall flourishing of the team's work.

You will work in partnership with schools, local churches, volunteers and other stakeholders. You must be able to build good relationships with a variety of stakeholders.

Our work is dependent on the partnerships we have with churches and individual Christians. Our Operations Coordinators play an active role in building relationships with them, encouraging them to pray for our work and to achieve fundraising goals.



PERSON SPECIFICATION



We will assess your suitability through your application, references and/or interview

Professional - Essential

- Relevant qualifications and experience for the role.
- Evidence of continued relevant professional development or training
- A good understanding of the requirements of the English education system, requirements for RE and Collective Worship, current education policy and its implications for Christian schoolwork
- Excellent organisational skills and able to prioritise work and own time
- Good physical and mental health to carry out the role
- Use of initiative: a self-starter

Professional - Desirable

- Experience of working with some, or all, of the following
 - Donorfy
 - Google Workspace
 - MS 365
 - Mailchimp
 - Canva
 - Facebook
 - Instagram
 - PrayerMate
 - Eventbrite
 - SumUp
 - CAF Donate
 - Stewardship



Reputable - Essential

- A good understanding of the expectations associated with working as a visitor in schools, including safeguarding
- Willingness and ability to work with integrity and transparency
- Willingness and ability to persevere and show resilience
- An awareness of strengths and weaknesses and evidence of ongoing development and growth

Distinctively Christian - Essential

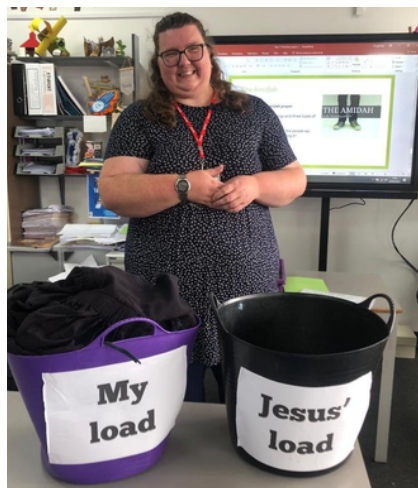
- Supportive of our Mission, Vision, Aims and Approach.
- Passionate about pupils learning about the Christian faith (alongside other faiths and worldviews).
- Able to work effectively with Christians from a variety of denominations.

Collegiate - Essential

- Has a good awareness of the various types of churches and denominations across the UK.
- Ability to work with groups of churches across a range of denominations
- Willing to work alongside, and accept support from, colleagues, school staff, clergy and volunteers from a range of local churches
- Willing to use, develop and share resources
- An ability to develop and sustain effective working relationships and work in a team
- Willing to accept and learn from feedback
- Willing to serve others
- High level oral and written communication skills



CROSSTEACH OPERATIONS COORDINATOR JOB DESCRIPTION



Job Purpose:

- To coordinate operational activities for local teams to support our work in schools.
- To coordinate communications with all key stakeholders.

Key work area:

The job will be based with one of our local teams. Each team is based in an office within a local church.

Probation:

All posts have a minimum 6-month probationary period.

Contract and hours:

The job advert should specify the length of contract and the expected number of hours.





Responsibilities - Operations

- Develop a good working relationship with key stakeholders and act as a local **cross**teach representative with these stakeholders.
- Arrange and schedule school activities for your team in local schools.
- Coordinate the recruitment and management of local volunteers.
- Maintain records in accordance with **cross**teach policies and practices.
- Provide reports to the National Director and Trustees on behalf of the local team.
- Liaise with the Executive Assistant to ensure local team practice aligns with the national expectations.
- Coordinate events on behalf of the local team.

Responsibilities - Communications

- Coordinate all communications with key stakeholders: schools, churches, volunteers, supporters, **cross**teach colleagues and the wider Christian community.
 - This includes;
 - Social Media content, Email, WhatsApp, posting physical resources and writing articles for the **cross**teach newsletter and/or local **cross**teach bulletin, with specific prayer requests.
- Actively participate in raising funds on behalf of the Trust.
- Attend Trustees meeting as required.





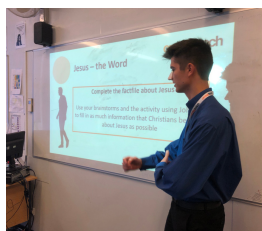
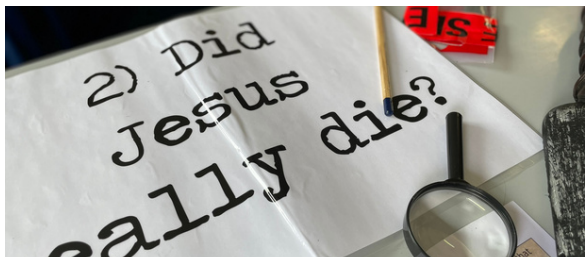
Expectations - Relationships

- Be committed to building positive working relationships with local churches.
- Present the work of **cross**teach to churches, to keep them informed and to raise financial and prayer support.
- Be committed to building positive working relationships with school staff.
- Be committed to building excellent working relationships with all colleagues, including volunteers.

Expectations - Personal Development

- There will be a commitment to on-going study and personal development.
- Conduct yourself in a way that commends our work and upholds our strong reputation.
- Attend and contribute to national team training events.

These duties and responsibilities may be amended according to the future needs of the Cross Teach Trust.



OUR COMMITMENT TO YOU



Resources

- The provision of all IT equipment required to perform your duties.
- User accounts for all Apps you will be required to use.
- Access to training and 'How To...' resources.

Accountability

- Regular phone call/meeting with your line manager.
- Weekly meeting with other local team members to review and pray together (not compulsory).
- 6-month and annual reviews with your line manager.
- Submission of expenses monthly, checked and approved by your line manager.
- Submission of monthly timesheet to line manager, for discussion and to monitor allocation of time.

Personal Support

- Regular discipleship meeting with a local 'mentor' to pray and study the Bible together (optional).
- A board of trustees to act in an advisory and supervisory capacity.
- Daily prayer from a network of supporters.
- Encouragement to use individual gifts and talents to achieve the aims of **crossteach**.
- Encouragement to undertake specific training when required.





CROSSTEACH STATEMENT OF FAITH



crossteach is a para-church organisation i.e. it does not operate within one particular church or denomination. We are supported by Anglican, Baptist, Methodist, FIEC churches and many others. Our staff attend a range of churches and hold a range of personal Christian convictions and **crossteach** works within a range of mainstream Christian beliefs and practices.

For many years **crossteach** has used a basis of faith that is used by a significant number of other Christian para-church organisations. The basis of faith is aligned with key doctrines of the denominations listed above. Staff and trustees are expected to teach and make decisions in accordance with the Statement of Faith.

For centuries the Christian faith has been a driving force in the British education and legal system, and Christian values have made their mark on our history. They have also been the vehicle for developing deeply held beliefs about the importance of freedom, justice and the rule of law, so our work fits well with the wider work that schools do to promote British values.



WE BELIEVE IN THE FUNDAMENTAL TRUTHS OF CHRISTIANITY, AS
REVEALED IN HOLY SCRIPTURE, INCLUDING:

- 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 judgement.
- 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 judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.



RECRUITMENT PROCESS

STEP 1

Candidate Discerns

From seeing advert, submitting an application and during the process.

STEP 2

Submit Applications

Must be made using our standard application form and by the stated deadline.

STEP 3

Crossteach Discerns

Using applications, references and interviews.

Usually within 4 weeks of closing date.

STEP 4

Selection

Offer made to successful applicant.

Usually within 48 hours of interview.

STEP 5

Induction and Probation

New worker joins the team.

Min. 6 months

We see this process as collaborative activity. We have our own activities to help us in our discernment and would encourage candidates to be proactive in their discernment.

- Consider your skills, experience and character considering our person specification and job description.
- Ask those who know you well.
- PRAY/REFLECT

We welcome contact from candidates who want to find out more, and may be able to arrange opportunities to see our work in action. You can contact your local team or send questions to admin@crossteach.com.



Our intention during the recruitment process is to answer the following questions.

Is the applicant called by God to serve with **crossteach?**

In the first instance, we need to have a sense that the answer to this question is 'yes'.

We will contact your church leader during the process to explore this question. Where appropriate, if you have not yet spoken with a member of your church leadership about your proposed application, we recommend you do so as soon as possible.

We will use the application form and interviews to try and assess this further.

Is the applicant qualified for the task?

A person specification and relevant job description are included in this pack. Please do take time to read these and satisfy yourself that you have the necessary qualifications, gifts and experience to do this work effectively.

Our work is reliant on the willingness of schools to invite us in and make use of our services. Our staff must demonstrate an understanding of the context in which we work and an ability to form positive and professional relationships with the appropriate school staff.

We will assess this through the application form and interviews.

Is the applicant a credible person?

This work is cross cultural mission and requires our schoolworkers to be mature Christians with an identifiable Christian character. It is especially important they are robust enough in their faith to withstand the unique challenges and potential discouragements they might face in this work.

Other staff are expected to support the frontline ministry of our schoolworkers and be supportive of our Mission, Vision, Aims and Approach.

We will take references to help us assess this as well as contact your church leadership (where appropriate) to discuss this.



Does the “sending” church endorse the application?

We will seek confirmation from your church leadership (where appropriate) that they endorse your application to work with **crossteach** in this role.

We will also wish to discuss with your church leadership how they might support you both in the transition into the role and in the ongoing work. The work has unique demands and challenges, and any Christian involved in front line ministry can become a target for spiritual attack and must deal with discouragements. We would hope your current church would be willing to pray for you, assist in finding a new church (should that be necessary to take up the post), assist in identifying a suitable mentor and marking your start in the role (e.g. a commissioning service with **crossteach**).

You may wish to discuss this with them in advance and ensure they are supportive of such an application and what level of support they can give to you.

Is the applicant willing to commit him/herself to a significant relationship with **crossteach?**

In one sense this is a job, but we are looking for applicants who also see it as a calling. We would want to be sure the candidate understands and shares our vision for the work we do and is willing to assist us in raising prayer support, financial support and establish and grow partnerships with local churches and supporters.

Will the applicant serve harmoniously with other **crossteach workers and our partners?**

We will need to make a judgment about how any candidate may fit with an existing team, considering the existing skills, gifts and experience within the team as well as working styles and personalities.

It is also very important that our workers can work effectively with local church leaders and youth workers and other schoolworkers. Our work is reliant on the partnerships we have.



THANK YOU

Thank you for your interest in our work and taking the time to read this pack. We hope you have found it informative and helpful in your discernment process.

We trust that God will be guiding you to where he wants you to serve. If you believe that is with **cross**teach, we look forward to receiving your application and exploring this further with you.

You can download a standard application form from our website -
www.cross^{teach}.com.



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