### Cambridge Centre for Christianity Worldwide

**Job Advertisement: Centre Coordinator**

<table>
<thead>
<tr>
<th><strong>Organisation Name:</strong></th>
<th>Cambridge Centre for Christianity Worldwide</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td>Westminster College, Madingley Rd, Cambridge CB3 0AA</td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.cccw.cam.ac.uk">www.cccw.cam.ac.uk</a></td>
</tr>
</tbody>
</table>

**Description of organisation:**
The Cambridge Centre for Christianity Worldwide is based in Westminster College and is the operating name of the Henry Martyn Trust (HMT). Since 1881, the Trust has been promoting the study of and engagement in mission and the church worldwide. The Centre is a full member in the Cambridge Theological Federation (CTF). The Centre's charitable objectives are: to advance the Christian faith, and to advance education in the Christian faith for the benefit of the public, and to promote the understanding of and engagement with Christian mission and world Christianity, in particular but not exclusively, in the universities of Cambridge.

**Main Recruitment Contact**
- **Dr. Jenny Leith**
- **centre@cccw.cam.ac.uk**

### Vacancy Details

**Job Title:** Centre Coordinator

**Vacancy description:** The Cambridge Centre for Christianity Worldwide (CCCW) is looking for a creative and well-organised individual to coordinate the Centre’s activities, including managing and developing the Intercultural Encounter Scheme for young adults and students.

Working with Henry Martyn Trustees, the Director, and other staff of CCCW, the Centre Coordinator is responsible for:

- Running the day-to-day life of the Centre;
- Assisting the Director in planning Trustee and staff meetings; helping organise speakers for regular events such as the termly seminars in collaboration with the Faculty of Divinity, and the biennial Henry Martyn lectures with the University of Cambridge Faculty of Divinity; and liaising with the CTF regarding student and teaching fees, and facilitating visiting researchers.
- Working with the Director to produce and circulate publicity materials to advertise CCCW events, as well as other mailings and dissemination of CCCW literature;
### Vacancy Details

- Acting as secretary to the Henry Martyn Trustees;
- Assisting the Director and Treasurer to the HMT with financial management and human resources;
- Liaising with Research Associates, arranging logistics such as university email accounts and library cards, and dealing with issues that may arise;
- Administering the Intercultural Encounter Scheme including publicising the scheme, encouraging applicants, directing applicants to appropriate contacts, collaborating with churches and organisations, facilitating the induction programme and reporting process, and organising Encounter seminars and publications to make the experiences of the bursary recipients known to a wider audience in Cambridge and beyond. This would also involve building relations with churches, colleges, and student groups in order to further develop the scheme;

[The Intercultural Encounter programme offers bursaries to young adults and students with a Cambridge connection wishing to experience a Christian community in a different culture. Bursary recipients attend an induction before departure and a meeting to share their experiences on return. The placements are intended to encourage reflection which informs and coheres with the teaching and research sponsored by CCCW on mission and Christianity. The programme is currently suspended, due to the pandemic.]

- Performing other related duties that may arise.

### Vacancy Details

**Vacancy type:** Part-time, One year fixed term contract in the first instance

**Number of positions:** 1

**Hours and pay:** 12 hours a week (18 hours a week when the Encounter scheme resumes), £12/hour

**Start Date:** 01/09/2021

**Location:** CCCW, Westminster College, Madingley Rd, Cambridge CB3 0AA

**Further Details:** Closing date – Friday 16th July 2021
Interviews to be held in Cambridge during the week beginning 26th July
Start date – 1st September 2021

**Person Specification:** S/he will have good inter-personal and customer relations skills, and a genuine interest in the work of CCCW. Knowledge of the workings of the University of Cambridge would be helpful, but not essential.

S/he will be able to work closely and collaboratively with colleagues, particularly the Centre director and Trustees.
**Vacancy Details**

S/he will be capable and adept with modern technology, including e-mail, the Microsoft Office suite of programmes, and social media. Experience of website maintenance is desirable.

S/he will display initiative and independent working, seeking new opportunities for intercultural engagement, promoting the scheme in the Cambridge area, and supporting funding-raising for its development.

S/he will support the Centre’s charitable objectives and will have some theological and educational awareness. S/he will have a first-hand experience of a different culture, be aware of some key dimensions of the theory and practice of Christian mission, and be alert to the dynamics of intercultural engagement. Experience with fundraising and grant writing is desirable.

S/he will have pastoral sensitivity to the hopes and fears of young people.

| Application method: | A complete application consists of a cover letter, CV, and details of two referees. Application material should be sent to Dr Jenny Leith at centre@cccw.cam.ac.uk or at Cambridge Centre for Christianity Worldwide, Westminster College, Madingley Road, Cambridge, CB3 0AA. |