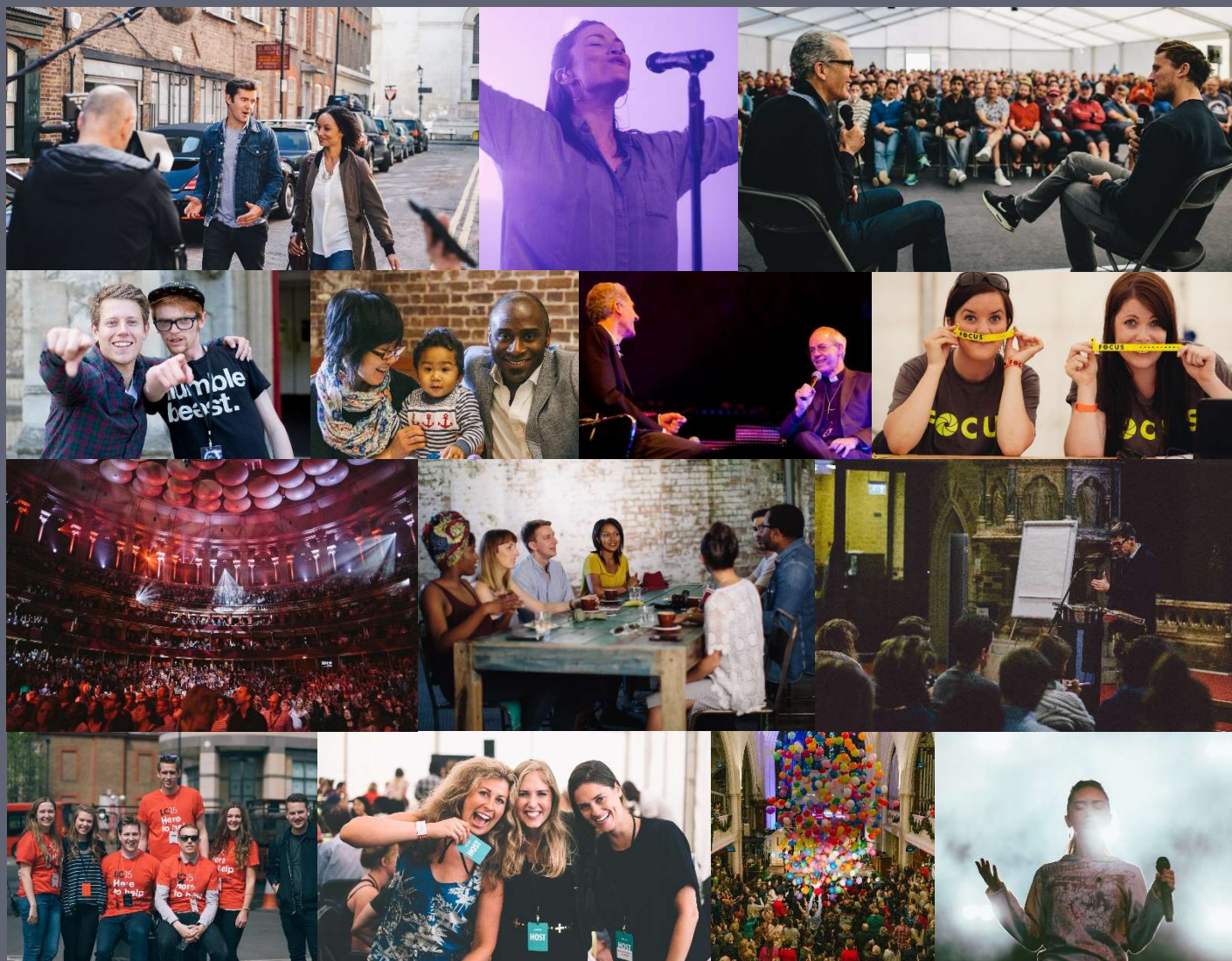




# JOIN THE TEAM

Be part of something greater



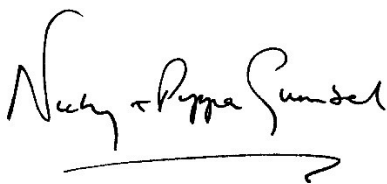
# WELCOME

Thank you so much for considering joining the staff team at HTB and its related entities (Alpha, St Paul's Theological Centre & CRT). Our vision is to **play our part in the evangelisation of the nations, the revitalisation of the church and the transformation of society**. This includes the work of HTB church, the coordination of the Alpha course in 189 countries and the training of future ordinands and leaders through our theological college SPTC. Each member of our team plays a vital role in making this vision a reality.

2017 was an incredible year. Highlights included:

- 2,284 people experienced Alpha at HTB, joining over 29 million worldwide who have done so to date
- Focus is our HTB and Network church holiday held at Somerley Estate in the New Forest and in 2017, 7000 people attended from over 60 plant and partner churches.
- In 2017 we were involved in two City Centre Church plants: Derby and Coventry (together with Gas Street).
- The HTB Shelter welcomes approximately 130 homeless guests every Wednesday and Friday for a full English breakfast, new clothing, haircuts, and access to practical support such as case working, addiction assistance, and debt advice. The Night Shelter is open from November to April and gives overnight Shelter as well as a three-course meal to approximately 100 guests throughout the winter.
- Over 3.5 million people have now downloaded or subscribed to Bible in One Year

We very much hope that you can be part of the team in the future to help us achieve even more.



Nicky & Pippa Gumbel

Vicar of HTB Church



# WHO WE ARE

## Holy Trinity Brompton (HTB)

HTB is a vibrant Anglican church in the heart of London. HTB is one church on four sites – Brompton Road, Onslow Square, Queen's Gate and Courtfield Gardens. Along with our Sunday services we run a number of activities including; Alpha, caring for the homeless, working with children, youth and students, strengthening family life, leading worship and prayer, visiting prisons and caring for ex-offenders.

Since 1985, HTB has planted teams of 10 to 200 people into a wide variety of churches throughout London, the UK and overseas. These churches were often facing closure but have been restored, and are now homes to growing, worshipping communities that have a significant impact in transforming society.

## Alpha International (Alpha)

We believe that everyone should have the chance to explore faith, ask questions and share their point of view. Wherever they are in the world.

Alpha exists to offer people all around the globe an opportunity to explore the Christian faith – in a friendly and open environment. Alpha is running in 169 countries and has been translated into 112 different languages. Alpha now runs in every part of the global church, including the Catholic Church, the Orthodox Church and all mainline Protestant denominations. It has been tailored to a number of different contexts including Prisons, Youth, Students and Forces.

## St Paul's Theological Centre (SPTC)

SPTC was formed in 2005 as part of HTB's family of ministries. In 2007, at the request of the Bishops of London and Chelmsford, SPTC joined with other partners to form St Mellitus College, which has become one of the fastest growing theological colleges in the Church of England, enabling people to train and study on a variety of theological and ministry related courses.

SPTC is dedicated to helping Christians explore their faith more deeply, combining academic excellence, a focus on missional leadership and the flexibility to fit around busy lifestyles.

## Church Revitalisation Trust (CRT)

The Church Revitalisation Trust is a charity set up in early 2017 by Holy Trinity Brompton to be a catalyst for a momentum of church planting that will see 100 City Centre Resource Churches (CCRCs) planted in strategic cities across the country, bringing revitalisation to the Church and seeing communities transformed.



3,800 people attend one of the 10 HTB services every Sunday



Over 29 million people globally have attended Alpha



61,000 Alphas ran around the globe in 2017



Over 1.5 Million have attended a marriage course worldwide



650 students attended a St Mellitus course in 2017



# WORKING ENVIRONMENT

With three employing entities and around 350 staff, there are fantastic opportunities to grow in your chosen career or even explore new career options.

As a team we strive for excellence and endeavour to be gracious and professional in everything we do. It is an exciting and challenging place to work, where innovation, initiative and creativity are encouraged – and where you can grow in your chosen career.

As a Christian organisation our faith is an integral part of our working culture and we encourage all staff to be actively part of the worshipping community at HTB, or one of our partner churches. Our staff meetings on Tuesdays, which all London based staff attend, also provide an opportunity for staff to meet and worship together each week.

Our workplace culture is shaped by our GRACE values which we encourage and support all staff to model:

**Gracious** - We are here to serve the community, and those they seek to reach. We will partner and collaborate together as a single team to ensure that we deliver the very best we can to those who count on us to be there for them

**Resolute** - We will align our words and actions and ensure that we keep our commitments

**Appreciative** - People contribute a lot, often at a high opportunity cost. We will not take them for granted and will endeavour to create an environment where they are respected and valued for who they are and what they bring

**Capable** - In all that we do our aim is excellence. We will help people to develop the skills they need to be successful in their roles and to be a blessing to others, openly sharing our knowledge and experience

**Engaged** - Our aim is to create a fun place to work that recognises and encourages people to make impactful contributions. We will be clear in our expectations, equip people with what they need to succeed, and be accountable for the outcomes



Our standard working week is 35 hours a week, 9.30am - 5.30pm, Monday to Friday\*



Our standard probation period is 6 months



Staff are involved in key HTB events inc. Christmas/ Easter services and Leadership Conference



Staff are invited to work or attend 'Focus' our annual church holiday in the summer

*\*with flexible hours available for some roles*

# BENEFITS

We have a wide range of benefits for staff, from a company pension to discounts with local retailers in the area. This page outlines some of the benefits we offer.

**Pension** – 3% employer contribution into a pension scheme, increasing to 5% after 2 years service

**Season Ticket Loan** – interest free loan to enable the purchase of an annual season ticket

**Childcare Vouchers** – option to purchase tax free voucher to pay towards childcare costs, up to £243 per month

**Life Assurance** – payment of three times your salary (payable to a designated individual) in the event of your death

**Length of service awards** – vouchers, increased holiday allowance, and increased pension contributions for staff achieving service length milestones

**Phone discount** – 20% off personal phone contracts with EE

**Cyclescheme** – staff are able to purchase a bicycle and equipment tax free through an interest free loan

**Bookshop & Café discount** – staff receive 10% discount in the HTB bookshop and Café

**Recruitment incentive** – staff can receive up to £150 voucher if they recommend a friend who is subsequently employed at HTB

**Retail discounts** – a number of discounts are available at local restaurants and shops

**Food vouchers** – £40 of vouchers are available to all staff who become a parent

**Eye Test** – covers cost of an eye test (£30 max)

**Flexi-hours** – eligible staff are able to vary their hours to provide a flexible working arrangement

**Healthcare plan** – staff are able to receive cashback for medical costs inc. dental, optical, chiropody and specialist consultations

**Development programmes** – internal/external courses are available inc. management development, PRINCE2 project management and First Aid and Fire Marshall training.

**Team building** – each team has £25 per person to spend on team activities each year

**Professional subscription** – payments are available to staff where a professional subscription is relevant to their role

**Coaching** – career and life coaching is available

**Flu vaccinations** – annual flu vaccinations are offered every autumn

**Holiday** – 25 days holiday per year + 8 bank holidays

**Employee Assistance Programme** – staff have access to a range of services inc. face-to-face and structured telephone counselling

**Parental leave** – maternity, paternity and adoption leave and pay are available to staff

**Sick leave** – paid leave available for anyone who is absent from work due to illness

**SPTC discount** – 25% discount on School of Theology courses

# HOW TO APPLY

Our recruitment process is designed to find the right talent, someone who both is capable in the role and aligns with our vision and values.

There are two main methods to apply to work for us:

1. Specific role – if you find a role on our career site (see link right) then you can apply for this role, attaching your CV along with a covering letter outlining how you meet the requirements for the role. We post all our roles on this careers site and once registered, you can sign up for alerts for jobs within a specific field of work.
2. General – if you cannot find a specific role which meets your talents then we would really encourage you to email us at [recruitment@htb.org](mailto:recruitment@htb.org) with your CV and a note on what area of work you are passionate about. We will then contact you if a role matching this description arises.

If you are invited to be interviewed for a role you would normally go through a three stage interview process:

**Stage 1:** You will be invited for the first round interview with the line manager and some HR based questions will be covered by the recruitment team

**Stage 2:** If successful a second interview with a more senior member of the team, usually the Head of Department who will focus on your capability for the role

**Stage 3:** A final interview with a Director which will mainly focus on your alignment with our vision and values

If you are successful then we will be in touch with an offer and arrange your induction with us.

If however during the interview process you are not successful we will be in touch. We will also let you know if there are similar roles available which you may wish to consider. We may also hold your details on file so that we can contact you about future roles.



The latest vacancies are posted on our careers site: [htb.erecruit.co.za/](http://htb.erecruit.co.za/)



The head office address is: 5-7 Cromwell Road, London, SW7 2HR



Our email address for any questions is: [recruitment@htb.org](mailto:recruitment@htb.org)



Main office number is 0845 644 7533 where you can speak to the recruitment team