



Job Application and Information pack



THE WORD . THE WORSHIP . THE WORLD

Ruach City Church, 110 Streatham Hill, London SW2 4RD

HR@ruachcitychurch.org | www.ruachcitychurch.org | 0208 678 6888

Charity no 1204959



Ruach's Vision

To build a multi-cultural church, united with a desire to worship God and love one another, positively impacting our communities in the UK and the world.

About Ruach City Church

The Founder and Senior Ministers are Bishop John Francis and Co-Pastor Penny Francis.

Ruach City Church one of the largest and fastest growing non-denominational Pentecostal Christian churches in Europe. Starting from humble beginnings, with only a handful of faithful members, the church has grown rapidly since its inception in December 1992.

The church is known for hosting interdenominational events which have had an overwhelming success in promoting greater unity within the wider Christian church. We have recently celebrated our 30th anniversary and it is an exciting time to be working for Ruach as we look to expand with new dynamic projects.

We are excited to be recruiting to some great roles at Ruach and want to deliver on the excellent standards that Ruach aims for in what we do and how we do it, positively impacting people's lives! As a staff team and with our brilliant volunteers, together we want to meet our goals for all stakeholders including in our communities!

Ruach Locations

Ruach's head office is located in Streatham (South London), however we have other Ruach locations in Kilburn (North London), Walthamstow (East London) and Birmingham. Ruach also has a site in Norbury, South London.

Ruach Charity and Business

Ruach City Church is a registered charity (1204959) and also has a commercial business, Order My Steps Ltd, which includes the sales of products, catering and building hire.

Employees and Volunteers

We value and appreciate our people and have approx. 25 employees and 1,000 volunteers.

Ruach Projects

- We have exciting plans for all our buildings including our land in Norbury, South London
- Our strategic direction is to place us in the greatest position for the opportunities available in all areas of the organisation and in support of our communities

Ruach's Values (AWARE)

We are committed to creating and maintaining a positive organisational culture across Ruach City Church, achieving high standards of excellence in the way we work, serve and perform, by being **AWARE**.

AIMING FOR EXCELLENCE

- Putting our customers at the heart of what we do and how we do it
- Delivering excellent and professional services consistently
- Seeking continuous learning and improvement
- Setting measurable goals to achieve high standards of performance

WORKING TOGETHER

- Supporting each other and celebrating each other's successes
- Thinking, acting and sharing beyond our own work team/group
- Developing and maintaining healthy and positive relationships
- Communicating effectively internally and externally

ACTING WITH INTEGRITY

- Behaving in an honest, straightforward and ethical manner
- Delivering on our commitments, using our resources wisely
- Ensuring our actions are consistent with our words
- Demonstrating confidentiality and sensitivity

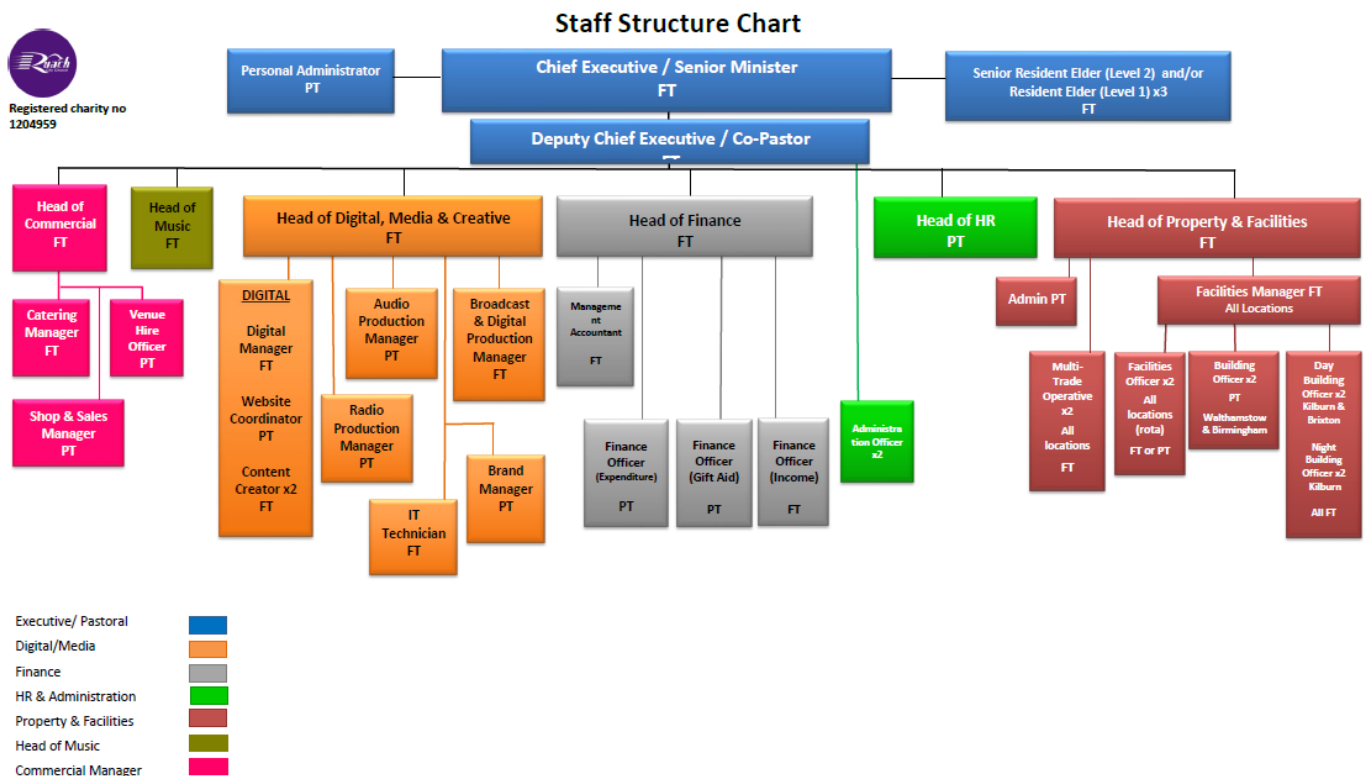
RESPECTING EACH OTHER

- Taking responsibility for / ownership of our decisions
- Training and developing people and their capabilities
- Treating all people with dignity
- Valuing diversity

EMPOWERING OUR TEAM

- Being approachable
- Seeking the views of others
- Thinking objectively
- Giving and receiving constructive feedback

Ruach's Staff Structure



Ruach's Ministry Teams

Our Ministry teams are managed by our Elders who lead our Volunteers in the teams.

- Our Partner teams: Men, Women, Youth, Children, Singles, Married and eChurch
- Our departments: Spiritual Mediation. Hospitality, Creative Arts, Social Care, Academy of Learning, Outreach
- Other teams: Administration, Safeguarding, Transport, Well-being Service
- Our business teams: Ruach Digital, Media & Creatives (RDMC), Ruach Radio, Business, Catering Services



Dear Applicant,

Thank you for your interest in working for Ruach City Church.

We encourage you to read the role job description and person specification for the role submit your CV with your personal statement.

Should your application be shortlisted for the next stage of selection, we will contact you to inform you what the next steps will be. We will be using WorkNest, a third party service for our recruitment who will liaise with you. If you have not received any communications from us within 2 weeks of the closing date, you have not been shortlisted for this post on this occasion.

As part of any recruitment process, Ruach City Church (Ruach) collects and processes personal data relating to job applicants. Ruach is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

If you have any questions, please email us at HR@ruachcitychurch.org.

We wish you every success and look forward to receiving your application.

Human Resources Team

Tel: 020 8678 6888

Email: HR@ruachcitychurch.org

Web: www.ruachcitychurch.org

Guidance notes for Applicants

Before you start

Read carefully all the information about the role, especially the person specification, which lists the skills, knowledge, experience and qualifications needed.

Your CV, and the supporting statement are the only pieces of information we have about you. Unless you clearly demonstrate in your application how you meet the requirements of the role you may not be shortlisted.

1. Disability

Disabilities - If you have a disability you want us to know about, please give details of adjustments you require for the selection process or to do the job itself.

2. Supporting statement

This is the most important part of your application, as it is where you show how you have the knowledge, skills and experience for the post.

3. DBS check

For some jobs we will need to carry out a Disclosure & Barring Service check.

4. Eligibility to work in the UK

It's against the law for us to take on people who do not have the right to work in the UK. WorkNest will process the necessary checks.

5. Your Views

We're happy to hear from you. We want to improve our recruitment experience for everyone, so please do let us know what you think about the process by sending us an email to: HR@ruachcitychurch.org.

Working at Ruach City Church

Working hours

- Full time ordinary working hours are 35 hours per week
- Some roles work different hours and on a rota basis
- General office hours are 9am – 5pm, Monday to Friday, but there may be requirements to work outside of these hours in accordance with the needs of the organisation and the job role.
- Ruach does consider flexible working

Benefits

- Holiday: 28 days per annum (pro-rata for part time) plus public holidays
- Pension contribution scheme
- Birthday leave (after 2 years' service)
- Health Care including opticians, dentist cover and other associated benefits
- Interest free season ticket loan, after successful completion of probation period