



JOB DESCRIPTION

Head of Conferences & Training / Deputy CEO

This job is being offered as either the Head of Conferences & Training role alone, or with the Deputy CEO responsibilities included as well. When applying, please make it clear if you are applying for the base role or with the Deputy CEO duties too. The Deputy CEO duties & responsibilities are italicised & marked with an asterisk () in the description below.*

Head of Conferences and Training

Reporting to:	CEO
Department:	Conferences and Training
Responsible for:	Events and Networks Coordinator, Ministries Administrator, volunteer Saline Associate, <i>Head of Students*</i> , <i>Head of Nurses and Midwives*</i> ,
Location:	CMF's London Office with some hybrid working
Hours:	3 - 3.5 days per week with some evening and weekend working, and travel within the British Isles and occasionally abroad.
Contract Type:	Permanent
Salary:	£51,000-£65,000 FTE, <i>with a further increase if Deputy CEO duties are included*</i>

Role Purpose

To lead on CMF's national initiatives to equip members to live and speak for Jesus so that Jesus may be exalted through their work and witness in healthcare and society. Includes major national conferences, other CMF events and training initiatives

Key Accountabilities

- Conferences
 - Leads on the planning, coordination and delivery of CMF graduate-focussed conferences (including the national, seniors' and resident doctors' conferences) and other events to equip members and increase awareness of the Fellowship among Christian healthcare workers in the UK and Ireland
 - Attends and represents CMF at major CMF conferences.
 - Works with the Head of Volunteers & Networks to oversee other relevant CMF events, including regional, speciality and specialist events.
 - Line manages the Events and Networks Coordinator (who oversees conference logistics), and the Ministries Administrator.
 - Applies a biblical understanding to all in a clear manner. Confident and credible in public speaking to Christian groups and churches.
- Training Initiatives
 - *Line manages the Head of Students and Head of Nurses & Midwives**
 - *Work with the CEO to implement our new 5-year strategy with a particular focus on intergenerational relationships**

- *Responsible for implementing CMF's internal values among staff**
- *Advise the CEO on emerging issues that affect CMF's members or reputation**
- Develops and oversees CMF's leadership training initiatives in various areas such as Thought Leadership, Evangelism and Apologetics and Health and Justice, including in conjunction with ICMDA's online training tracks
- Leads and oversees existing Saline Process training, including supporting the volunteer Saline Associate.
- Develops and oversees workshop sessions deliverable face to face and online in areas of speaking, media, writing, debating and leadership
- Works with partner organisations to both deliver and support training tracks and other training events
- Works with the Student Department to run a CMF Scholar year for resident doctors and students
- Considers developing a learning platform to host and support online learning and training
- Facilitates and supports CMF Associates (volunteers) supporting training and equipping initiatives
- Develops an alumnus programme to help integrate training alumni into the future of CMF
- Recruits, trains and equips the CMF Resident Doctors' Council, supporting them in developing initiatives and support specific to Resident Doctors
- CMF Life
 - *Participate as an active member of the CMF Core Team**
 - *Attend occasional board and subcommittee meetings**
 - *Deputise for the CEO in his absence**
 - *Provide strategic advice and guidance to the wider staff team, translating the 5-year strategy into programmes, initiatives, and measurable outcomes**
 - Represents the Fellowship at relevant conferences and public events, by speaking and Bible teaching in order to convey the message and ethos of the Fellowship
 - Meets regularly with the CEO for coaching and communication
 - Willing to speak publicly for CMF in different forums
 - Develops annual budget and projections
 - Participates as an active member of the CMF Heads of Department Team
 - Networks with likeminded organisations as well as relevant Consultants – in order to share resources, exchange mutual support and promote good practice
 - Handles relevant correspondence
 - Contributes to CMF publications
 - Participates in and regularly leads daily staff worship activity

Skills, Experience, and Qualifications

- Desirable: Qualified healthcare professional eligible for full CMF membership, preferably postgraduate with Royal College Membership or equivalent.
- Desirable: Christian pastoral and teaching ministry experience
- Experience of managing a departmental budget
- Familiarity with UK/Irish medical and cultural context; has a profound understanding of the Christian issues that relate to the medical and related professions.
- Significant leadership experience.

- A passion to see Christian doctors and nurses grow in their walk with Christ.
- Has experience of leading others spiritually.
- Excellent organiser.
- Strong inter-personal skills; encourages cooperation, skilful problem-solver with diplomatic tact.
- Strong communicator with a high level of written and verbal English.
- A builder and developer of teams.
- Results orientated.
- Strong Microsoft 365 skills.
- Experience of events management

Christian Ministry

- An occupational requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010, schedule 9.
- A committed evangelical Christian with a strong biblical foundation; participates in the shared worship and prayer of the organisation; is a witness to non-Christians of Christian beliefs and behaviour; represents CMF's beliefs to others.
- Full agreement with CMF's aims, doctrinal basis and ethical values.