

VOICE

OF PERSECUTED CHRISTIANS

www.voiceofpersecutedchristians.org
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August 2026

Assistant to the Executive Office

Thank you for your enquiry about the post of **Assistant to the Executive Office** at *Voice of Persecuted Christians*, a Christian Ministry and charity serving with persecuted Christians since 1968.

Please find attached:

- Job Description for Assistant to the Executive Office
- Person Specification for Assistant to the Executive Office
- Release International's Ethos Statement, Statement of Faith and Code of Conduct
- Application Form.

Voice of Persecuted Christians is a Christian Ministry devoted to loving and serving persecuted Christians in almost 30 countries around the world. Among other things we supply Bibles, literature for discipleship, support prisoners of faith and their families, work for justice, and deliver needs-led projects to develop the resilience of Christians as they live for Jesus in the teeth of persecution. Voice of Persecuted Christians is also devoted to raising the voice of persecuted Christians, ensuring that individual Christians and communities throughout the UK and Ireland get to know about what is happening to their persecuted family members and are given multiple opportunities to engage with them as fully as possible.

Voice of Persecuted Christians was inspired by the ministry of Richard Wurmbrand who was imprisoned and tortured by the Romanian secret police in the 1950s and 1960s because of his Christian faith. Much more information about the work and ministry of Release International can be found on our website at www.voiceofpersecutedchristians.org.

We are seeking to recruit an Assistant to the Executive Office. The role is full-time for 35 hours a week, with 33 days annual holiday, including public/bank holidays. The role is hybrid, with 2 days a week (primarily Tuesday & Thursday) in our office in Orpington, Kent, so the applicant must be commuting distance from Orpington. Flexible working will be required and Voice of Persecuted Christians offers a system of Time Off in Lieu (TOIL) rather than overtime payment. The salary for this post is £30,900.00 per annum. We offer a non-contributory pension at 7% of salary, with an option to make a small additional 'matched' contribution.

The role may suit someone with relevant work experience or with relevant experience evidenced in other environments.

Please apply using the attached application form. Completed applications forms are to be returned by email to Nick Bending at recruitment@voiceopc.org .

Or by post to:

Nick Bending
Chief Operating Officer
Voice of Persecuted Christians
PO Box 54
Orpington
BR5 4RT

The closing date for this position is **9.00am on Tuesday 1st September 2026** After shortlisting, successful candidates will have a face-to-face interview at our office on Friday 11th September.

The post will commence as soon as possible for the successful applicant, subject to all necessary and satisfactory references and checks having been met, but this will be confirmed with the successful applicant.

All applicants will be advised as to whether they have been shortlisted for interview and all applications will be retained for six months from the closing date of the application.

All personal data/special categories of personal data are processed in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) 2021. Please see Release International's Privacy Statement at <https://releaseinternational.org/faith-and-policy-statements/> . We rely on the lawful basis of consent, contract and legal obligation to process the information you provide as part of your application.

Pre-employment checks for this post will include references, evidence of the right to work in the UK and check of any qualifications as appropriate.

If you require any further information please contact the Chief Operating Officer, Nick Bending, at nickb@voiceopc.org or 01689 823491.

Thank you for your interest in this role, we look forward to receiving your application.

JOB DESCRIPTION

JOB TITLE: Assistant to the Executive Office (AEO)

DEPARTMENT: Executive

LOCATION: Office-based, with some agreed flexibility to work from home

DATE: August 2026

JOB PROFILE:

The Assistant to the Executive Office is a key role in enabling the Executive Office to lead *Voice of Persecuted Christians* effectively. Working closely with the CEO & COO, the postholder serves as the central point of coordination for the Executive Office, providing proactive executive support across diary management, travel, governance, strategic communication, project coordination and external ministry engagements.

The role is pivotal in ensuring the CEO is well prepared, appropriately briefed and effectively supported in fulfilling responsibilities for leadership, external ministry, stakeholder engagement and governance. Alongside this, the postholder will provide administrative support to the Chief Operating Officer, enabling the COO to focus on the strategic coordination of Ministry operations across *Voice of Persecuted Christians*.

The postholder will act as a trusted partner to both the CEO and COO, exercising sound judgement, maintaining the highest levels of confidentiality and anticipating needs in order to maximise the effectiveness of the Executive Office.

The postholder will be motivated by their Christian faith, with a compassionate heart for our persecuted family in Christ and a desire to serve them. They will demonstrate excellent organisational, communication and interpersonal skills, exceptional attention to detail and a commitment to excellence in supporting the ministry of *Voice of Persecuted Christians*.

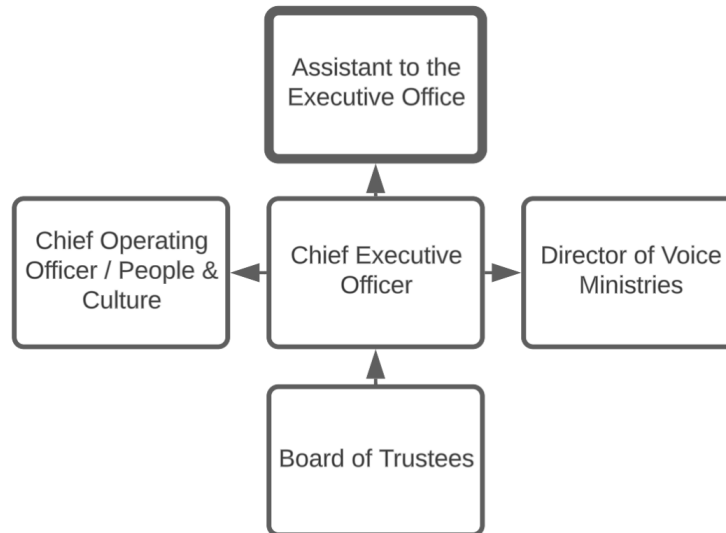
SUPPORTING PURPOSES:

- To serve as the central point of coordination for the Executive Office, enabling the CEO to lead the Ministry effectively through proactive executive support, planning, organisation and administrative coordination.
- To maximise the effectiveness of the CEO by managing priorities, coordinating travel, preparing for meetings and speaking engagements, and ensuring the CEO is appropriately briefed and resourced.
- To support the CEO in fulfilling responsibilities for external ministry, strategic leadership, governance and stakeholder engagement.
- To facilitate effective communication and coordination between the CEO, the Strategic Leadership Team, the Board of Trustees and key ministry stakeholders.
- To coordinate CEO-led projects and initiatives, ensuring they are delivered effectively and in keeping with the Calling, Mission and Strategic Purposes of *Voice of Persecuted Christians*.
- To provide high-quality administrative support to the COO, enabling the COO to deliver strategic coordination of ministry operations.

- To work with the Chief Operating Officer to provide Ministry-wide internal communications that equip and inform the ministry team.

ORGANISATION CHART:

Reflecting our desire to practise servant-leadership, *Voice of Persecuted Christians* organisation charts are inverted, i.e. the role at the 'bottom' serves and equips the role(s) above it:



MAIN RESPONSIBILITIES

DEVOTIONS

- To participate in our daily devotions and any special devotions or prayer meetings held from time to time.
- To lead staff devotions and prayer meetings as required.
- Take an active role to positively contribute to the spiritual life of *Voice of Persecuted Christians*.

ROLE SPECIFIC

1. Executive Office

Purpose

To maximise the effectiveness of the Chief Executive Officer & Chief Operating Officer by ensuring their time, attention and resources are focused on their highest priorities in delivering the Calling, Mission and Strategic Purposes of *Voice of Persecuted Christians*.

Responsibilities include:

- Develop a thorough understanding of the CEO's priorities, leadership style and commitments to provide proactive, high-quality executive support.
- Act as the central point of coordination for the work of the CEO.
- Manage and protect the CEO's diary, ensuring time is allocated in accordance with agreed priorities.

- Assess requests for meetings and CEO involvement, exercising sound judgement in managing access to the CEO's time.
- Ensure the CEO is appropriately briefed and prepared for meetings, engagements and decision-making.
- Monitor actions arising from meetings and commitments, ensuring appropriate follow-up takes place.
- Handle confidential and sensitive information with absolute discretion and professionalism.
- In liaison with the COO, develop, manage and monitor the Executive Office budget, ensuring expenditure is appropriately authorised, accurately recorded and aligned with agreed priorities and the Ministry's commitment to good stewardship.
- Provide proactive administrative and organisational support to both the CEO and COO, ensuring the CEO is able to focus on strategic leadership and external ministry, whilst enabling the COO to concentrate on the strategic coordination of ministry operations.

2. Executive Diary, Travel and Logistics

Purpose

To ensure every CEO engagement is planned thoroughly and delivered seamlessly, allowing the CEO to focus entirely on leadership, ministry and relationship-building.

Responsibilities include:

- Plan and coordinate all CEO travel from departure from home or office through to return, ensuring every stage of each journey is organised in advance.
- Arrange transport, accommodation, meeting schedules and contingency plans where appropriate.
- Prepare detailed itineraries incorporating travel arrangements, contact details, timings, venues and supporting information.
- Ensure all appointments, travel arrangements and logistics are accurately maintained within the CEO's diary.
- Proactively monitor travel changes and resolve logistical issues before they impact the CEO's schedule.
- Manage travel documentation and associated administration.
- Process CEO expenses relating to travel and ministry activities.

3. External Ministry and Speaking Engagement Support

Purpose

To enable the CEO to represent *Voice of Persecuted Christians* with excellence through speaking engagements, meetings, events and strategic relationships.

Responsibilities include:

- Liaise with churches, partner organisations, supporters and event organisers regarding CEO engagements.
- Ensure all practical arrangements are confirmed well in advance.
- Prepare comprehensive briefing packs for each engagement.
- Coordinate presentation materials, audiovisual requirements and ministry resources.

- Ensure all supporting literature reflects the Ministry's current themes, priorities, campaigns and calls to action.
- Draft speeches, presentations, scripts, briefing notes and other communication materials for review by the CEO.
- Make effective and responsible use of AI tools to improve efficiency in research, drafting and preparation while maintaining the Ministry's theological integrity, tone and voice.
- Undertake research into organisations, countries, churches, individuals or current issues to prepare the CEO for meetings and speaking engagements.
- Coordinate appropriate follow-up following significant external meetings and engagements, ensuring relationships are nurtured and agreed actions are progressed.

4. Strategic Leadership Communication

Purpose

To ensure the Executive Office remains fully informed about significant developments across the Ministry while facilitating effective communication between the Executive Office and colleagues.

Responsibilities include:

- Maintain regular communication with members of the Strategic Leadership Team and other ministry leaders.
- Develop an informed understanding of significant developments across the Ministry and identify matters requiring CEO awareness or decision.
- Act as an effective communication link between the CEO and colleagues across the organisation.
- Coordinate requests for CEO involvement, ensuring appropriate prioritisation.
- Monitor progress on strategic actions requiring CEO oversight.
- Support effective communication flowing from the CEO to colleagues and ministry leaders as appropriate.
- Provide internal communication support to the COO, delivering Ministry-wide communications packages that keep the ministry team equipped and informed.
- Provide administrative support to the COO in coordinating strategic operational meetings, monitoring agreed actions and facilitating effective communication across ministry teams, enabling the COO to maintain a strategic focus on the coordination of ministry operations.

5. Governance and Trustee Support

Purpose

To support effective governance by facilitating communication between the Executive Office, the Chair of Trustees and the Board.

Responsibilities include:

- Maintain effective liaison with the Chair of Trustees on behalf of the CEO.
- Coordinate meetings, papers and governance documentation as required.
- Support the CEO in fulfilling responsibilities to the Board of Trustees.

- Liaise with the COO to monitor governance actions and agreed deadlines.
- Liaise with the COO to provide logistical and administrative support for Board meetings and governance activities as required, including the taking of regulatory compliant meeting notes.

6. Executive Projects and Leadership Events

Purpose

To coordinate strategic initiatives and leadership events commissioned by the Executive Office, ensuring projects are delivered effectively and in accordance with agreed objectives.

Responsibilities include:

- Project manage Executive Office-led initiatives from planning through to delivery.
- Develop project plans, timelines and reporting mechanisms.
- Coordinate internal colleagues, volunteers and external suppliers where appropriate.
- Monitor progress, identify risks and provide regular updates to the Executive Office.
- Ensure agreed outcomes are delivered within agreed timescales and available resources.
- Liaise with the COO to coordinate the practical planning and logistical arrangements for Board retreats, Strategic Leadership Team retreats, Staff Away Days and other leadership events, ensuring venues, accommodation, travel, catering, meeting facilities and supporting resources are organised to an appropriate standard.
- Where necessary, liaise with the COO to engage and coordinate external providers whilst retaining overall responsibility for the planning and successful delivery of such events.
- Provide administrative coordination for Executive Office led initiatives, maintaining project documentation, tracking actions, coordinating meetings and ensuring agreed administrative support is provided.

7. General Executive Support

Responsibilities include:

- Maintain an awareness of emerging technologies, including AI, that can enhance executive support, organisational effectiveness and ministry impact.
- Undertake continuing professional development relevant to the role.
- Contribute positively to the wider life, culture and ministry of *Voice of Persecuted Christians*.
- Undertake any other duties reasonably consistent with the nature and seniority of the role.

Note: This JD is subject to change as this role, and others, are developed, and will be reviewed at annual appraisal.

OTHER INFORMATION:

An occupational requirement to be a Christian applies to this role.

The postholder will need to fully support *Voice of Persecuted Christians'* Calling, Mission and Values, as set out in its Ethos Statement.

Our **Calling** states:

Through the ministry of Pastor Richard Wurmbrand and Hebrews 13:3 we have been called by God to love and serve persecuted Christians.

The following five Strategic Purposes (SP) form our **Mission** statement, which shows how we love and serve persecuted Christians, by:

- Raising their VOICE.
- Giving them the 'TOOLS' they need to live for Jesus Christ.
- Calling Christians into FELLOWSHIP with them.
- Learning lessons of Christian DISCIPLESHIP with them.
- Maintaining Christian STEWARDSHIP to honour them.

There may be the need to travel occasionally. Flexible working will be required, including support for 'out of hours' Board meeting. There may be an opportunity for international travel to visit persecuted Christians. *Voice of Persecuted Christians* operates a system of Time Off in Lieu (TOIL) rather than overtime payments.

There is an occupational requirement under schedule 9 of the Equality Act 2010 for this post to be held by a Christian in full agreement with *Voice of Persecuted Christians'* Statement of Faith, who agrees to uphold its Ethos Statement and Code of Conduct.

PERSON SPECIFICATION

Job Title: Assistant to the Executive Office

Criteria	Essential (evidenced experience or demonstrable transferable skills)	Desirable
Education & Qualifications	Educated to A Level standard or above, or equivalent knowledge and experience gained through employment.	Professional qualification in Executive Assistance, Business Administration or a related field.
Experience	Experience supporting a Chief Executive, Chief Operating Officer or other senior leader in a demanding administrative or executive role. Experience of diary management, travel planning, meeting coordination, preparing reports, presentations and briefing materials, handling confidential information, monitoring actions and managing competing priorities. Experience of providing proactive administrative and organisational support to senior leaders, enabling them to focus on their strategic responsibilities.	Experience supporting trustees or governance meetings. Experience of working within a Christian charity, church or Ministry. Experience of supporting strategic leadership meetings, retreats, events or projects.
Knowledge	Understanding of executive support, office administration and professional standards. Understanding of the importance of confidentiality, discretion, sound judgement and effective prioritisation when supporting senior leaders.	Knowledge of charity governance and an appreciation of the Calling, Mission and Strategic Purposes of Voice of Persecuted Christians. Understanding of administrative processes required to support effective strategic coordination and communication across an organisation.
Skills	Excellent spoken and written English. Outstanding organisational, communication and interpersonal skills. Excellent attention to detail.	Experience of drafting speeches, presentations, briefing papers, scripts or other communication materials.

	Ability to prioritise effectively, work independently, exercise sound judgement and maintain complete confidentiality. Strong administrative and coordination skills, with the ability to monitor actions, organise information and ensure agreed follow-up takes place. Ability to communicate effectively with senior leaders, colleagues, trustees, external partners and other stakeholders.	Strong research, planning and project coordination skills. Ability to coordinate meetings, events and strategic initiatives involving multiple colleagues and external parties.
IT Competence	High level of competency in Microsoft Word. Competent in Microsoft Outlook. Reasonable competency in Microsoft Excel and Microsoft PowerPoint. Willingness to learn and effectively use in-house software systems and appropriate AI tools. Ability to use technology and AI responsibly to improve efficiency in research, drafting, preparation and administrative support, while maintaining the Ministry's theological integrity, tone and voice.	Competency in Microsoft Teams. Experience of CRM, project management or other organisational software. Significant experience of using AI tools to support executive administration, research, drafting or project coordination.
Personal Qualities	Committed Christian able to support the Calling, Mission, Statement of Faith and Ethos of Voice of Persecuted Christians (Occupational Requirement under Schedule 9 of the Equality Act 2010). Compassionate heart for persecuted Christians. Professional, friendly, trustworthy, proactive, adaptable and servant-hearted, with the highest standards of integrity and discretion. Highly organised and dependable, with the ability to anticipate needs, take initiative and respond appropriately to changing priorities. Collaborative and supportive in working with the CEO, COO and wider ministry team. Committed to excellence and to using administrative and organisational skills to enable senior leaders to fulfil their responsibilities effectively.	

Other Requirements	Willing to participate in the spiritual life of the Ministry. Willing to work flexibly, including occasional evenings and travel within the UK and internationally as required.	Full UK driving licence.
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Ethos Statement

Release International is a Christian Ministry which, within the environment of UK law and governance, is a Company Limited by Guarantee. It is also registered as a charity and governed by a Board of Trustees. The Charity's objects and powers of governance are documented in the Articles of Association.

The Charity's objects are described in the Articles of Association as follows:

- To advance the Christian faith in accordance with the Statement of Faith and Ethos Statement;
- The relief of poverty and other hardship, need or distress, for those who are suffering persecution or marginalisation for their Christian beliefs, and their families, by providing support and assistance;
- To further the charitable work of the Charity by the advancement of such other charitable purposes as the trustees shall from time to time decide, provided such purposes are consistent with the Statement of Faith and Ethos Statement.

Our **Calling** states:

Through the ministry of Pastor Richard Wurmbrand and Hebrews 13:3 we have been called by God to love and serve persecuted Christians.

The following five Strategic Purposes (SP) form our **Mission** statement, which shows how we love and serve persecuted Christians, by:

- Raising their VOICE.
- Giving them the 'TOOLS' they need to live for Jesus Christ.
- Calling UK Christians into FELLOWSHIP with them.
- Learning lessons of Christian DISCIPLESHIP with them.
- Maintaining Christian STEWARDSHIP to honour them.

Consistent with being a Christian Ministry, the 'three Ps' of our **Taxonomy** of persecution define how we give 'TOOLS' to Christians being persecuted in four clear ways (often experienced concurrently):

Around the world we prayerfully, pastorally and practically help:

- Families of Christian martyrs
- Prisoners of faith and their families
- Christians suffering oppression and violence
- Christians forced to flee.

The motivation for the Ministry is rooted in faith in Christ and as a Christian Ministry therefore, Christian faith is of central importance to the objects, the work and the ethos of Release International and this is expressed in the Statement of Faith, part of the Articles of Association, to which all Trustees, all Staff¹ and all Volunteers must subscribe.²

For the purpose of the Equality Act 2010, staff employed by Release International work to fulfil its Calling and Mission and the Charity's objects and are committed to model the

¹ Where an occupational requirement applies.

² Described as the Basis of Faith in the Volunteer Application Pack

practical implications of our biblical beliefs at every level. In that sense every employee and Volunteer is an ambassador for Release International and for Jesus Christ and there is therefore an occupational requirement for employees of Release International, its Trustees, Mission partners and Volunteers to be Christians, adhering to the basis of this Ethos Statement; holding as true the Statement of Faith of Release International and living in accordance with it.

Further reason for applying an occupational requirement is the need for the Ministry as a whole, as it pursues its Christian Calling and Mission, to be united in Christian fellowship and endeavour; each member of the Ministry serving God, each other, and all its constituents, in fullness of Christian faith through prayer and by the leading of the Holy Spirit and with experiential ownership of all our Values (see below). This unity and calling to service goes beyond having moral or religious values in common. We recognise and rejoice in our shared experience as Christians (being those who, upon repentance from sin, have experienced as true the grace of new birth, bringing them to that fear and knowledge of God which is expressed in a life of obedience to His word, as a disciple of Christ).

Given the above, Release International is satisfied that it continues to be proportionate to apply that requirement to its current roles, but will keep this under review (including each time this document is reviewed).

The Christian ethos of Release International is expressed in the **Values** that having a personal relationship with Christ engenders:

God's love

We believe our attitudes and actions must reflect the kindness, mercy, grace and compassion of Jesus in all we do towards all people, but with special concern for oppressed and persecuted Christians (Galatians 6:9-10). We seek only to do good. In expressing our passion for justice and being a voice for the persecuted (Micah 6:8, Proverbs 31:8, 9), we choose to love and respect others, whether Christian or not, whether in fellowship with us or not (Mark 12:31).

The meaning of life is to be found in the immeasurable love of God in Jesus Christ (John 3:16). Its most fundamental characteristic is that it seeks the good of the other. It is contrary to all selfish, self-centred attitudes (1 Corinthians 13). Love is more than an emotion. It involves choosing to love others, including our enemies (Matthew 5:43-44). God's perfect love eradicates fear (1 John 4:18).

God's Word

We recognise that God's Word (the Bible) is inspired by the Holy Spirit. It is our supreme authority and pattern for living, not only in matters of personal faith³ and conduct⁴ but also in all we do as a ministry as part of the Body of Christ (Psalm 119:160; 2 Tim. 3:16-17; James 1:22-25).

God's Kingdom

We want to obey the words of Jesus in seeking first the Kingdom of God (Matthew 6:33) such that God's reign is evident in our lives and ministry.

³ For example: the order and value of the biblical family model; God's created order for male and female rooted in our innate immutable biological sexual identity (Genesis 2:24; Hebrews 13:4; Matthew 19:4; Ephesians 5:22-6:4)

⁴ For example: the need for celibacy outside marriage or fidelity within marriage (being the union of one woman and one man to the exclusion of all others); lovingly confronting beliefs, behaviours or life-styles which are sinful, and therefore harmful (John 8:1-11)

We are receiving an 'unshakeable kingdom' as God's gift and God's initiative (Hebrews 12:28). As co-labourers with God in establishing His kingdom we are passionately focused on seeing people come to faith in Christ, discipling, equipping and empowering them to be effective witnesses, especially in situations of persecution (Matthew 5:10; 28:19-20).

Prayer

We take prayer seriously, and as a team model this by regularly and purposefully spending time with God. Recognising that the prayers of righteous people have great effect (James 5:16) we try our best to live holy lives, praying as much as possible, giving thanks in all circumstances (1 Thessalonians 5:16-18).

Integrity

By the grace of God we want our lives and ministry to demonstrate Christian integrity.

We want to be known as people of humility, justice and mercy (Micah 6:8) others can trust because of our consistency of word and deed; truthfulness and honesty (2 Corinthians 4:2, Proverbs 10:9).

Exercising wisdom (Matthew 10:16), we will always seek to speak out on behalf of persecuted Christians with integrity, humility and a servant heart, ensuring their message can be verified and trusted.

Relationships

In Christian teaching, the Greek word 'koinonia' describes how Christians come together as a family, with believers being regarded as 'brothers and sisters in Christ'. Relationship; partnership; community; unity; sharing; common purpose; mutual effort; being joined together to work as a team; sharing the burden equally: these are all things we value and seek to practise as we exercise our ministry at home and abroad.

Church

It is important to us to work with and through 'local' church leaders wherever possible, supporting them in their pastoral responsibilities. In doing so we aim to serve and equip believers in the UK and Ireland, and in nations where persecution takes place; developing understanding of, and response to, persecution as they seek to grow together in Christian maturity and discipleship (1 Corinthians 12:26; Colossians 1:28; Ephesians 4:11-16).

In our dealings with individual Christians we will emphasise the significance of their membership of the Body of Christ (1 Corinthians 12:27) to which we also belong as brothers and sisters together, in the one worldwide church.

The values, attitudes, motivations and relationships of staff and the way the Ministry achieves its Calling and Mission is as important as the Ministry itself. Staff are expected to act in good faith and with loyalty to a relational ethos and to biblically Christian standards of behaviour; see Code of Conduct. Failure to do so may result in disciplinary action; see Disciplinary Policy.

According to the values expressed in this Ethos Statement and given the belief set out in the Statement of Faith of the Divine Inspiration and Supreme Authority of the Bible as the written word of God, fully trustworthy for faith and conduct, we wish to express solidarity in what we say and what we do with those who desire to lead a godly life in obedience to the scriptural teaching that sexual relations are intended by God only within monogamous heterosexual marriage and to express support for all who adhere to such scriptural teaching, particularly those who are suffering as a result of their faithfulness.

Release International will not unlawfully discriminate; see Equal Opportunities and Diversity Policy.

Statement of Faith

We believe in:

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 judgment.

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

Code of Conduct

Introduction

Release International's Ethos Statement includes the values that are demonstrated in the lives of those in relationship with Christ and notes that the values, attitudes, motivation and relationships of staff and the way the Ministry achieves its Calling and Mission is as important as the Ministry itself. Staff employed by Release International work to fulfil the charity's objects and its Calling and Mission.

This Code of Conduct defines Release International's expectations of behaviour and interactions for all staff whilst on Release International premises or whilst engaged in Release International's work, wherever the location and wherever an observer may reasonably associate them to Release International. Staff are expected to make every reasonable effort and intention to meet the standards of personal conduct and working practice set out in this Code. All staff are expected to act in good faith and with loyalty to a relational ethos and to certain biblical, Christian standards of behaviour, in particular staff whose role has an occupational requirement to be a Christian. Inappropriate conduct outside working hours and/or outside the workplace, may be considered to be in breach of this Code, especially where it brings the Ministry into disrepute.

This Code of Conduct applies in principle to all staff (full-time, part-time and those employed as consultants) and the term staff is used throughout the policy to apply to all of the above. Trustees have their own Code of Conduct. All job applicants are asked to confirm that they will abide by the Code of Conduct, see Recruitment Policy.

Standards of Conduct

As a Christian Ministry rooted in shared beliefs and values the following are examples of behaviour that it is expected that all staff will demonstrate:

- Treat one another with grace, respect, courtesy, politeness and forgiveness;
- Honesty and co-operation in all interactions, timekeeping and work practice;
- Respect for authority and for each other as we work together;
- Good stewardship of Release International's finance and resources;
- Willingness to give personal account of a living faith in Jesus Christ within settings and context appropriate to day-to-day responsibilities;
- Regular commitment and participation in the life of a local church.

There are many scriptures which relate to standards of Christian conduct, but some key scriptures to keep in mind are as follows:

'In your relationships with one another, have the same mindset as Jesus Christ.' Philippians 2:5ff

'Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.' Colossians 3:12-14

‘And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.’ Colossians 3:17

‘Let all that you do be done in love.’ 1 Corinthians 16:14

As a Christian Ministry, prayer – both corporate and individual, is central to our work and as such all Christian staff are expected to participate in, and lead, daily devotions either at Release International premises when they are on site, or online if working remotely. In addition, all staff are expected to participate in ‘All Staff’ meetings and Staff Away Days which are held up to three times a year and which include acts of worship, teaching and prayer.

All staff are expected to uphold Release International’s policies and procedures, all of which are referenced in the Staff Handbook which provides other important information for staff.

Appendix E of the Safeguarding Policy provides a Safe Practice Code of Conduct with specific reference to safeguarding and promoting the welfare of children and vulnerable adults which should be read alongside this Code of Conduct.

Particular care needs to be taken when using any form of media. In media channels, it is possible for people to construe staff as speaking for Release International, whether they mean to or not. Therefore, great care should be taken when contributing personally to Social Media, e.g. Facebook, Twitter, Instagram, LinkedIn etc. A good question for staff to ask themselves when posting to Social Media is, “Will this negatively impact on the Ministry or reputation of Release International in any way? Will it compromise the standards set out in this Code of Conduct?” If there is even the slightest thought that it might – please do not post. If staff are approached to speak on behalf of Release International in other forms of media, and it is not a part of their usual role to do so, they must take advice from the Director of Engagement before doing so.

Breaches of the Code of Conduct

Whilst this Code of Conduct endeavours to set out standards, we do not want to be legalistic in our approach and our application of these standards. It is important that we remember that all sin and fall short of the glory of God (Romans 3:23). We must be alert to the temptation to be quick to see faults in others and overlook our own, or to focus on a person’s past and overlook grace.

In this regard, Release International would be deeply concerned if a staff member’s conduct towards another person (in particular one who has repented), shows a heart that is prejudiced, legalistic or unforgiving. Unrepentant conduct of this kind would be contrary to this Code of Conduct and suggest an inability to meet an occupational requirement to be a Christian.

As a Christian Ministry, as expressed in the Ethos Statement and Statement of Faith, Release International is committed to act in all circumstances with compassion, grace and pastoral concern and breaches of the Code of Conduct will be dealt with in this way in accordance with the Disciplinary Policy.

Unsatisfactory conduct

Potential examples of unsatisfactory conduct include, but are not limited to:

- Poor timekeeping or attendance; unauthorised absence;
- Persistent disruptive behaviour;
- Unreasonable repeated failure to attend daily devotions either at Release International premises when they are on site, or online if working remotely;
- Repeated failure to attend 'All Staff' meetings;
- Repeated failure to attend Staff Away Days;
- Deliberately undermining the work of Release International or another staff member, internally or publicly;
- Rudeness to staff, visitors, supporters or anyone connected with Release International's work;
- Insubordination to management;
- Failure to comply within an acceptable time with a reasonable management instruction;
- Sexist language or sexual innuendo;
- Posting or forwarding social media comments deemed to be inappropriate by Release International;
- Remove or attempt to remove any article or articles which are Release International's property, or any individual's property kept on Release International's premises without prior permission of the owner or inventory holder;
- Any other conduct which is likely to endanger the order, harmony, welfare, character or reputation of Release International.

Gross misconduct

Examples of potential gross misconduct include, but are not limited to:

- Any action constituting a serious criminal offence;
- Commit or attempt to commit any act which may endanger persons or property or which breaches any safety rule, Release International policy or legislation;
- Offering or accepting a bribe or making a secret profit;
- Dishonesty, including giving false or misleading information during the recruitment process, whether or not material to the decision to offer employment;
- Theft or fraud from Release International, its staff, visitors, supporters or anyone connected with Release International's work;
- Falsification of records or expenses;
- Deliberate and serious damage to the property of Release International, its staff, visitors, supporters or anyone connected with Release International's work;
- Causing loss, damage or injury by serious negligence;
- Misuse, or use for personal gain, of equipment belonging to Release International;
- Reporting to, or being at, work unfit due to the influence of alcohol, solvents, prescriptions or non-prescription drugs or any other illegal substance;
- Deliberate misuse of alcohol, solvents, prescriptions or non-prescription drugs or any other illegal substance;
- Deliberate viewing or circulating of pornographic, offensive or obscene material;
- Use of sex workers / prostitutes;
- Racist or deliberately sexist language, blasphemy or deliberate sexual innuendo, use of commonly accepted swear words, especially where there is repeated use;
- Gross insubordination;

- Physical violence, threats, harassment or bullying in relation to any member of staff, visitor, supporter or anyone connected with Release International's work;
- Unjustifiably posting or forwarding illegal social media comments;
- Abuse of others, including children;
- A serious breach of safety procedures or regulations;
- A serious breach of confidentiality, confidence, trust or Data Protection;
- Unauthorised distribution, either privately or publicly, of images of dead or disfigured bodies;
- Be in possession of firearms or any offensive weapon in the course of your work, wherever the location;
- Any action likely to seriously endanger the order, harmony, welfare, character or reputation of Release International.

Inappropriate conduct outside of working hours and/or outside the workplace

Inappropriate conduct outside working hours, or outside the workplace, may be considered to be in breach of this code, especially where it brings the Ministry into disrepute. Determining whether it is a breach may include considering the nature and context of your role within Release International.

Potential examples of inappropriate conduct outside working hours and/or the workplace include, but are not limited to:

- Any criminal offence;
- Any action which affects the performance of a member of staff in their particular role or which renders a member of staff unsuitable for the type of work they do (e.g. loss of driving licence where driving is essential to the job);
- Any action which leads to a breakdown in mutual trust between Release International and a member of staff (e.g. fraud or deception);
- Any action which damages the reputation of Release International, impedes its Ministry or otherwise damages your ability to represent Release International;
- Publicly expressing views or being associated with organisations/events which are inconsistent with your position within Release International, taking into account the nature and context of your role, Release International's [Statement of Faith](#) and Release International's [Ethos Statement](#).