



# Keswick Ministries Site Manager

Candidate Pack  
March 2025



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**Keswick  
Ministries**



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# 1

## Introduction



### Note from the CEO

Keswick Ministries occupies a unique place in the landscape of British evangelicalism. The historic convention, known for heart-changing Bible teaching and inter-generational approach, is for many the highlight of their year. Christians from different churches and backgrounds come together to be refreshed through God's Word, to see and savour Jesus, and be sent out to live for him in all of life. In an increasingly fragmented church context, the beauty of Keswick Ministries is this unity in the gospel for the glory of Christ.

We are blessed with an excellent home in the Pencil Factory and now have an extended campus of buildings and land in one of the most beautiful parts of the world. As we look to the future therefore, we long to both steward the resources God has given us and develop them to their full potential. We want to be a trusted brand for external hires and maximise our ministry potential for God's kingdom.

We're looking for a skilled Site Manager to oversee Keswick Ministries' buildings and land across multiple sites. You'll lead a growing team, manage maintenance and improvements, and keep everything running smoothly. If you're a hands-on problem solver, love Jesus and are passionate of making the most of God's resources, then I look forward to meeting you.

In Christ,

**Mark Ellis, CEO**





# 2

## About us



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# 2

## About Us



### Introduction and context

Keswick Ministries exists to inspire and equip Christians to love and live for Christ in His world. Our three priorities are to hear God's Word, to become like God's Son, and to serve God's mission in the world. At the centre of what we do is the Keswick Convention, begun in 1875. The Convention draws more than 12,000 Christians, including almost 3000 children and youth, from across the UK and around the world to Keswick every summer. It provides Bible teaching for all ages, vibrant sung worship, a sense of unity across generations and denominations, and an inspirational call to serve Christ in his world.

We are at an exciting period in Keswick Ministries' history. Having completed the Derwent Project, we are now using the Pencil Factory as host for the Convention, bringing all our activities together in one location. It has also provided us with a base from which to deliver our year-round ministry of inspiring, equipping, Bible-centred teaching and training events that focuses on 'whole of life' discipleship. And alongside that a venue that is available to hire and provide a fantastic location for conference, concerts, and church events.

In addition, we produce resources, both printed and digital, that point to Christ and help with daily discipleship. We also are a catalyst for the Keswick Fellowship, a fellowship of Bible Conventions in the UK and around the world that originate or draw their inspiration from the Keswick Convention.

Mark Ellis took on leadership as CEO of Keswick Ministries in the summer of 2023, and Mike Causey as Director of Business Operations in the summer of 2024, and we are therefore at a moment of refreshing our vision and clarifying our strategy under new leadership.



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## About Us

### Our priorities

There are three fundamental priorities which shape all we do as we look to serve the local church.

#### Hearing God's Word

The Scriptures are the foundation for the church's life, growth and mission, and Keswick Ministries is committed to preach and teach God's Word in a way which is faithful to Scripture and relevant to Christians of all ages and backgrounds.

#### Becoming like God's Son

From its earliest days the Keswick movement has encouraged Christians to live godly lives in the power of the Spirit, to grow in Christ-likeness and to live under his Lordship in every area of life. This is God's will for his people in every culture and generation.

#### Serving God's Mission

The authentic response to God's Word is obedience to his mission, and the inevitable result of Christ-likeness is sacrificial service. Keswick Ministries seeks to encourage committed discipleship in family life, work and society, and energetic engagement in the cause of world mission.

*It's great to part of a team that is thriving and growing, and part of something that has been going for 150 years to serve the church, and looking ahead to the next years. We work in a beautiful place, and love to put on a convention that has such significance in the lives and generations of so many people.*

**Emma (Head of Ministry Operations)**



# 2

## About Us

### Our story

It begins in 1875 with the first Convention, held on the vicarage lawn of St. John's Church in Keswick, in England's Lake District. Since 1875, the Convention has brought Christians together from across denominations under the banner: 'All one in Christ Jesus' (Gal 3:28). They have seen their lives transformed as they sat under God's Word, and they have gone out to love and live for Christ across the UK and the world.

### Keswick Convention

The Convention attracts some 12,000 Christians from the UK and around the world to Keswick every summer. It provides Bible teaching for all ages, vibrant worship, a sense of unity across generations and denominations, and an inspirational call to serve Christ in the world. It caters for children of all ages and has a strong youth and young adult programme. And it all takes place in the beautiful Lake District – a perfect setting for rest, recreation and refreshment.

### Keswick Fellowship

For over 140 years the work of Keswick has impacted churches worldwide, not just through individuals being changed but through Bible Conventions that originate or draw their inspiration from the Keswick Convention. Today, there is network of events that share Keswick Ministries' priorities across the UK and in many parts of Europe, Asia, North America, Australia, Africa and the Caribbean. Keswick Ministries is committed to strengthen the network in the UK and beyond, through prayer, news and cooperative activity.

### Keswick Teaching and Training

Keswick Ministries is developing a range of inspiring, equipping, Bible-centred teaching and training that focuses on 'whole of life' discipleship. This builds on the same concern that started the Convention, that all Christians live godly lives in the power of the Spirit in all spheres of life in God's world. Some of the events focus on equipping. They are smaller and more intensive. Others focus on inspiring. Some are for pastors, others for those in other forms of church leadership, while others are for any Christian. All courses aim to see participants return home refreshed to serve.

### Keswick Resources

Keswick Ministries produces a range of books and booklets and digital resources to inspire and equip Christians to live for Christ. The printed resources focus on the core foundations of Christian life and mission and help Christians in their walk with Christ. The digital resources make teaching and sung worship from the Keswick Convention available in a variety of ways.

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## About Us



### Our values

Keswick Ministries' values shape who we are, what we do, and how we do what we do. They are not imposed. We believe they describe us. They are fundamental to our identity – a bit like DNA.

Over and above everything is CHRIST – dependent on him, listening to him, seeking to be like him, in his name, making him known, for his glory.

**We exist to inspire and equip Christians to love and live for Christ in His world.**



#### COMMITMENT

Passionately committed to the ministry, and professional



#### HUMILITY

Dependent on God, listening to one another



#### RESPECT

Valuing every person as made in God's image



#### INTEGRITY

Trustworthy and truthful



#### STEWARDSHIP

Guarding the Gospel and wisely using the resources entrusted to us



#### TEAMWORK

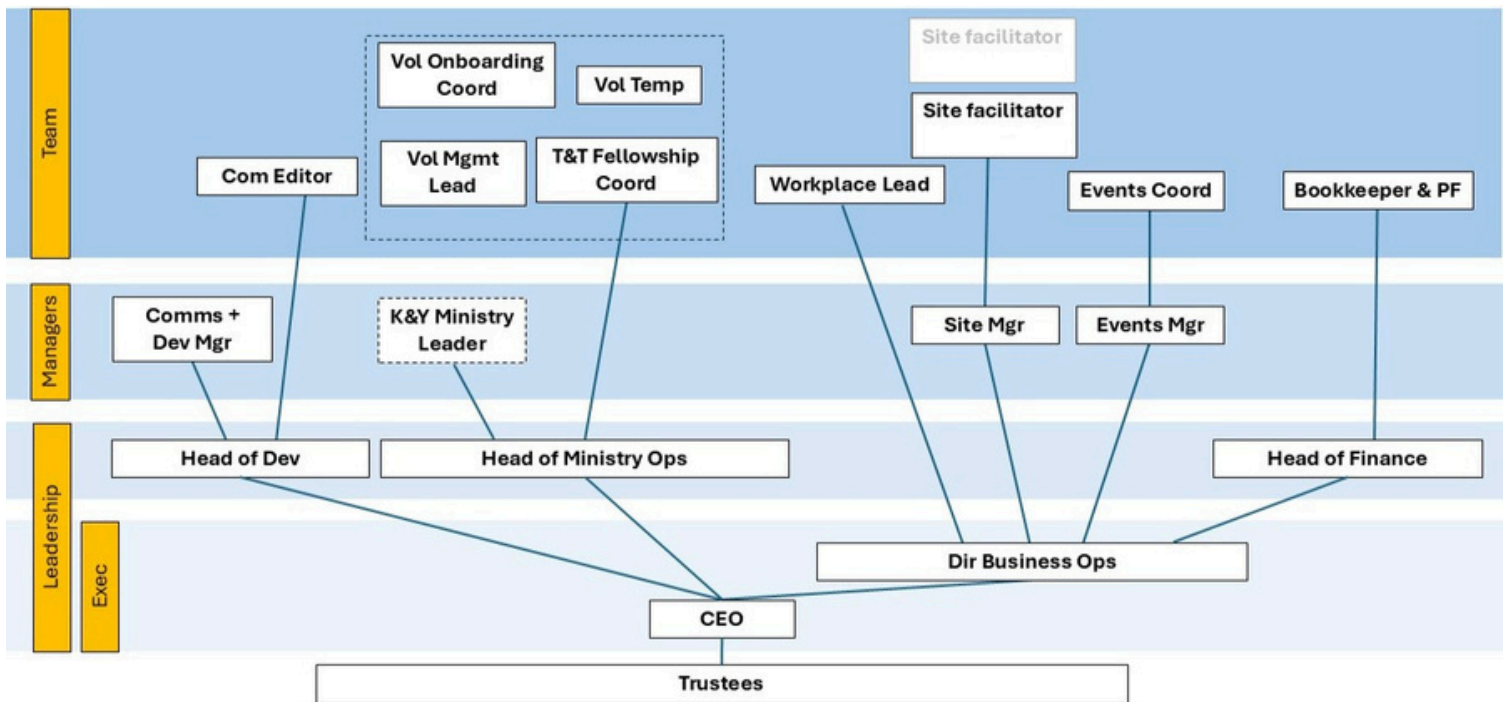
Working together as a family and encouraging and supporting each other



# 2

## About Us

### Organisation Structure



*I love working for KM because it's such a dynamic and energising environment. The organisation is keen to grow and improve, all while working towards the same ministry goal. It's a warm and inviting workplace where you feel appreciated as an individual and your ideas and skills are really valued.*

**Fiona (Bookkeeper and Partner Finance)**





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## Job description



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# 3

## Job description



We are looking for a skilled, experienced and task driven individual to manage our buildings and land across The Pencil Factory, Rawnsley, and Skiddaw Street sites, reporting to the Director of Business Operations.

Managing a growing team of site facilitators, delivering both scheduled and reactive maintenance and small scale changes.

### Key details

**Role title** Site Manager, reporting to Director Business Operations

**Contract** Permanent

**Hours** Full time 37.5 hours per week, including evenings and weekends as required to accommodate clients and bookings.

**Direct Reports** One direct report, with periodic oversight of up to 20 skilled volunteers throughout the year. The team is expected to expand to four or five members in the coming years

**Location** Based in Keswick

**Salary** £37,000 - £42,000 pa dependent on experience.

**Relocation Allowance** Up to £8,000.

**Pension** 8% employer contribution and Salary Sacrifice option.

**Holiday** 21 days plus bank/public holidays. In addition, the Keswick Ministries office is closed for four days between Christmas and New Year in recognition of the additional hours worked during Convention.

# 3

## Job description



### The main responsibilities of the role include:

#### Management

- Line management of site facilitators

#### Continuous improvement

- Identify ways to improve maintenance practices, reduce downtime, and enhance equipment efficiency

#### Maintenance and inspections

- Conduct regular inspections and preventive maintenance on buildings and land, ensuring services, other infrastructure, function properly and avoid breakdowns
- Create and maintain maintenance schedules, coordinating with the events and venue teams to avoid disruption
- Maintain detailed logs and records of maintenance work, repairs, and parts replacements

#### Troubleshooting and repairs

- Diagnose faults and implement corrective actions, using and co-ordinating with professional external contractors for specialized repairs or services

#### Compliance and safety

- Ensure that all maintenance activities comply with safety regulations and standards
- Conduct safety checks and risk assessments to identify and mitigate potential hazards
- Train and guide team members on safe operating practices and emergency procedures



# 3

## Job description



### Equipment and facility upgrades

- Assess equipment performance and make recommendations for upgrades or replacements
- Work with vendors and contractors to install new machinery and systems as needed

### Budget

- Prepare and manage budgets for maintenance operations
- Look for cost-saving opportunities without compromising on quality or safety

### Assets / Inventory

- Monitor and manage inventory levels for parts, tools, and other supplies necessary for maintenance
- Order replacement parts in advance to prevent delays during repairs
- Manage venue assets and storage.

### Technical documentation and reporting

- Maintain accurate records of all maintenance activities, including reports on equipment performance, downtime, and repairs
- Prepare maintenance reports and present findings and improvements to management

Any other tasks that arise and as directed by the Director of Business Operations.

# 4

## Person specification



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# 4

## Person spec



### Person specification

- Wholehearted belief in and commitment to KM's statement of beliefs and values - [About Keswick Ministries - Keswick Ministries](#)
- Professional skills and experience managing sites, both buildings and land
- Excellent planning skills and the ability to handle deadlines against changing / conflicting priorities
- Ability to work well within a busy, multi-disciplinary team and office environment, liaising effectively at all levels.



# 5

## How to apply



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# 5

## How to apply



Keswick Ministries is partnering with Charisma Charity Recruitment.

**Applications should be submitted through the [Charisma website](#) and include:**

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role, including the genuine occupational requirement to be a practicing Christian. Please also describe any potential conflicts of interest.

For an informal and confidential discussion about the role, please contact Nick Thomas, Senior Consultant, Charisma Charity Recruitment on 01962 813300 or email [info@charismarecruitment.co.uk](mailto:info@charismarecruitment.co.uk).

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion\*, sexual orientation, age, veteran status or other category protected by law.

*\*Due to the nature of the work, there is an Occupational Requirement that the post holder is a practicing Christian under the Equality Act 2010, Part 1, Schedule 9. Employees are required to agree to [Keswick Ministries statement of beliefs and values](#).*

**Closing date: Sunday 30th March 2025**

**Charisma vetting interviews must be completed by 2nd April**

**Interviews in person with Keswick Ministries: W/C 7th April**



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