

Appointment of:  
**PROPERTY MANAGER**



Capernwray  
Australia



# *Background To Capernwray*

**Capernwray Australia is an international interdenominational, Christian Bible School and Conference Centre located in the Southern Highlands of New South Wales.**

Capernwray also known as Torchbearers was born out of the devastation of World War II when the spiritual vacuum in the lives of those affected by war, both English and German, was apparent. This need led to the purchase of “Capernwray Hall” in 1946 in Lancashire, just south of the famous Lakes District of northern England. It was in a rundown state, yet became a centre for short term Bible Schools in the winter and a Bible conference programme in summer. (Since that time Capernwray Hall has been restored to its former glory as a 19th century mansion set in 175 acres of parkland). It was German youth who came in those early years to Capernwray who began calling themselves the ‘Fackeltraeger ’or ‘carriers of the torch ’Thus in 1947, “Torchbearers” began!

The ministry extended to Europe and now operates in many countries around the world, including England, Germany, Austria, Spain, Sweden, Switzerland, U.S.A., Canada, Indonesia, India, New Zealand, Japan, Costa Rica, Philippines, Malaysia and Australia. Each of the 26 centres already established is a base centre for evangelistic outreach, intensive short-term Bible School, conferences and camps.

Capernwray Australia officially opened its doors to students in 1972, and has been offering Bible School programs and conferences ever since. We are committed to proclaiming the life of Jesus through the written word of God in such a way that His life is reproduced within the believer.

At Capernwray we have found that something incredible happens when a young believer discovers that the Christian Life is simply about making themselves available to the God who made them. History agrees that nothing can transform a person like the life of Christ.

Capernwray Australia provides a quality Christ-centred community where each individual is taught and nurtured in the Word of God and the life of Christ. Our goal is that everyone will come to know God, their relationship to Him and the reality of the risen, indwelling Christ in their lives.

We are excited that you are considering serving alongside us in this ministry.



# ***JOB DESCRIPTION***

<b>Job Title:</b>	Property Manager
<b>Job Type:</b>	Full Time or Part Time
<b>Remuneration:</b>	Will depend on experience and qualifications With potential provision of on-site accommodation

## **Key Responsibilities specific to this role:**

1. General grounds maintenance including mowing, trimming trees & hedges, drainage, maintaining paths etc.
2. Building maintenance including repairs, maintain, replace, paint, dust extractors, filters, drain cleaning etc.
3. Contribute to the development of maintenance budget and ensure compliance
4. Keep all equipment and tools cleaned, serviced and maintained
5. Organise spider and insect spraying and fire inspection as required
6. Organise and supervise students on work days
7. Maintain Capernwray vehicles – Buses, tractor, mowers
8. Keeping vehicle registrations and insurance up to date
9. Maintaining farmland and livestock
10. Allocate work too and supervise property assistant and volunteers
11. Hire and supervise tradesmen during installations, repairs or maintenance (electricians, plumbers etc.)
12. Participate in coordination of projects (e.g. renovations)
13. To liaise with A Rocha Australia in looking at ways to make the property environmentally sensitive and as sustainable as possible
14. Ensure adherence to quality standards and health and safety regulations are met

## **Key Responsibilities common to all Capernwray staff**

1. To co-lead a 'Family Group', offering discipleship and encouragement to the students within the group along with marking their bible studies.
2. To participate fully in Capernwray's community life, including attendance at staff meetings, daily devotionals, social events and staff retreats.
3. To identify and source opportunities and resources for continuing personal and professional development, in consultation with the Director.
4. Offering pastoral support to students on a 'one to one' basis
5. To assist in the preparation and running of Capernwray events which may fall outside of normal working hours
6. As required, to promote and represent Capernwray locally and nationally and internationally.

### **Essential Skills:**

- Ability to work effectively independently and as part of a team
- Proven experience as maintenance supervisor or similar role
- Excellent planning and leadership abilities
- An eye for detail
- Knowledge of health & safety practices and regulations

### **Essential Qualifications and Experience:**

- Manual Drivers Licence

### **Desirable Attributes:**

- Trade qualification or skills
  - NSW White Card
  - Outdoor Education experience or qualifications
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## **HOW TO APPLY**

- Applicants will need to show that have a legal right to work in Australia.
- Applicants must subscribe to the ministries Statement of Faith

Please complete the Employment Application Form and return along with your Curriculum Vitae to [office@capernwrayaustralia.org](mailto:office@capernwrayaustralia.org)

The Director will contact you should an interview be desired.

# ***STATEMENT OF FAITH***

## **THE BASIS OF FAITH OF THE MISSIONARY FELLOWSHIP OF TORCHBEARERS**

I believe in the triune God, the Father, the Son and the Holy Spirit.

I believe that the Lord Jesus Christ is God, in equality with the Father, and that by Him, and for Him, the Father created all things.

I believe that the Lord Jesus Christ became man through the miraculous activity of the Holy Spirit, and was born of the Virgin Mary.

I believe that the Lord Jesus Christ was without sin, and that He, as the Lamb of God without blemish, died willingly in the place of sinners to become the Redeemer of this fallen world. I believe that He is the only Mediator, through whose redeeming Blood and by faith in whom alone we receive the forgiveness of sins.

I believe that the Lord Jesus Christ has risen bodily from the dead, that He appeared to His disciples and returned to the Father; that on the day of Pentecost He came in the person of the Holy Spirit to dwell within the hearts of all who had received Him, and thereby established His Body on earth, His Church, the fellowship of all true believers, of which He is the Head.

I believe in God the Holy Spirit, co-equal Member of the Trinity. I believe that He is present in the hearts of all who through faith have received the Lord Jesus Christ as their Saviour, and who thereby are born again, children of God, and are being transformed into the likeness of Jesus Christ.

I believe that the Lord Jesus Christ will return to deliver just judgement and to bring all things to completion.

I believe that the Bible, in its entirety, is the revelation of God for mankind, inspired by the Holy Spirit.

Finally I declare that I myself am converted, in that as a sinner in need of salvation I have already turned to the Lord Jesus Christ and have received Him as my personal Saviour and Lord. I believe that in accordance with His promise He has accepted me and saved me, not according to my merits, but according to His infinite grace, and that He now lives in me by His Holy Spirit, has given me eternal life, and made me a child of God. I confess Him, The Lord Jesus Christ, as My Saviour, Lord and Life before all men.





# EMPLOYMENT APPLICATION

Position Applied for: .....

## PERSONAL INFORMATION

Last Name .....

First Name (s).....

DOB ...../...../.....  
DD MM YYYY

Address: .....

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City ..... Postal / Zip Code .....

Country ..... Email Address .....

Phone (Home)..... Mobile .....

## EDUCATION & TRAINING

Name of qualification	Year completed	Name of institution

\*Please attached all relevant qualification & certificates to your application

## PREVIOUS EMPLOYMENT

Employer Name	Dates from/to	Position Held	Reason for Leaving

## NATIONALITY

Are you an Australian citizen or Permanent Resident: Yes  No

If No, visa type .....

Details of work conditions .....

Issue Date ..... Expiry Date .....

## OTHER DETAILS

National Police Certificate: Yes  No  (less than six (6) months old)

Working with Children Check (WWC): Yes  No

Do you have a current Australian Drivers Licence: Yes  No  Manual  Automatic

## CHURCH AFFILIATION

Name of Church / Fellowship you are presently attending .....

Name of Minister / Leader of your present Church / Fellowship .....

How long have you been at your present Church / Fellowship? .....

How frequently do you attend Church / Fellowship? .....

## HEALTH

Do you have any previous or current medical conditions or restrictions, physical or otherwise, which may affect your ability to perform the essential requirements of the job?

Yes  No

If YES, please provide details:

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## CRIMINAL CONVICTIONS

Do you have any current convictions for any offences from any court, or are currently the subject of any charge pending before any court?

Yes  No

If YES, please provide details:

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## REFEREES

Please provide two (2) referees; one of whom should be your Minister/Church Leader, who would be able to attest to your spiritual character; one of whom should be able to attest to your previous employment.

Name	Contact Number	Position Held

## DECLARATION BY THE APPLICANT

I declare that to the best of my knowledge the information is true and correct. I understand that inaccurate, misleading, or untrue statements or knowingly withheld information may result in termination of employment with this ministry. I understand that this application does not constitute an offer of employment.

Signed \_\_\_\_\_ Date \_\_\_\_\_

