

# Head of Prison and Enterprise

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Full Time

**Start Date: As soon as possible**

The Message Trust SA Registration Information.

Trust Number: IT4/204 | [info@message.org.za](mailto:info@message.org.za)

Non-profit registration number: 133-638-NPO | PBO Number 930046622 | Section 18A Status

Trustees: Andy Hawthorne OBE, Timothy Tucker, Stephen van Rhyn, Warren Lodge



**“The Message Trust South Africa became a space where my passion, for youth development and Jesus, as well as my skills overlapped. I look forward to go to work every day”**

**Luleka Domo, Chief Operations Officer**

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**The Message Trust has been working in the UK for more than 25 years with a special focus of sharing the love of Jesus Christ with the hardest to reach young people.**

**Over the last couple of years, God has opened doors for the movement to develop, share and contextualise the models developed in the UK to reach tough urban youth internationally. This led to The Message launching their first international hub in Cape Town, South Africa, in February 2014.**

**The mark of a life changed by Jesus is the desire to see others changed too. We believe young people in South Africa can go from being the problem to the solution. We want to use the talents and resources that God has graciously given us to create pathways to success for tens of thousands of urban teenagers and young adults through creativity, enterprise and community work.**

**Our dream for all those we work with is that they will grow into 'somebodies' not 'nobodies' – discovering destinies they never knew they had.**

**We are unashamed about our witness and dependence on Jesus Christ – the surest hope for the transformation of our society.**

**Find out more: [www.message.org.za](http://www.message.org.za)**



# Job Specification



**Job Title:** Head of Prisons and Enterprise

**Location:** Message South Africa HQ - Mowbray, Cape Town

**Hours:** Full Time (40 hours per week)

**Salary:** C1/B3

**Start Date:** 20<sup>th</sup> April 2026

**Responsible to:** Chief Executive Officer

## Summary of Role:

The Head of Prison and Enterprise is a leadership role within The Message Trust South Africa, serving on the organisational leadership team as a junior leadership member and representing the Prison and Enterprise stream with clear, strategic communication. The role focuses on strengthening two key areas: the full prisons-to-employment reintegration pipeline—ensuring young people are effectively disciplined and supported back into society—and the growth and development of the Gangstar enterprise model as a core reintegration touchpoint. This position oversees programme development, daily operations, and team leadership while fully participating in the all-hands-on-deck culture of The Message Trust, contributing actively to the wider life and mission of the organisation. It is a role suited for someone committed to the vision and ready to support the organisation through a significant season of growth.

## Summary of main purpose of the job:

### Member of the Leadership Team:

- Take part in monthly leadership meetings to represent the Prison and Enterprise stream, share updates, and collaborate with other stream leaders.
- Contribute to shaping long-term plans for The Message South Africa and help identify the resources needed for ongoing growth and impact.
- Represent the Prison and Enterprise stream at events, conferences, and speaking opportunities to strengthen relationships and broaden the organisation's network.
- Prepare monthly progress reports and contribute to the organisation's annual reporting by summarising the stream's work and impact.
- Provide guidance, oversight, and support to all direct and indirect reports within the Prison and Enterprise stream.
- Lead and coordinate a monthly Prison and Enterprise team meeting to ensure strong communication and alignment.

### Finance and Fundraising:

- Work with the CEO and Finance Department to prepare and manage the Prison and Enterprise budget.
- Work with the CEO and Finance Department to develop and implement a fundraising strategy that supports the Prison and Enterprise stream and its projects.
- Implement the organisation's 6-5-4-3-2-1 fundraising strategy within the Prison and Enterprise stream to strengthen long-term sustainability.
- Attract corporate partners to invest through CSI and Enterprise Development funding.
- Build strong working relationships and agreements with the Department of Correctional Services.

- Seek to raise donations from high-worth individuals and through intentional networking.
- Initiate and oversee yearly fundraising events for the department to help meet funding targets.

### **Prisons & Reintegration**

- Lead and support the Prison & enterprise team Leader, ensuring the team is equipped to deliver all training and programmes that form the foundation of the reintegration pipeline.
- Develop, implement, and oversee policies that ensure staff safety and best practice when working with people in prison and individuals transitioning back into community life.
- Strengthen and expand partnerships with the Department of Correctional Services and with other like-minded prison ministry and reintegration organisations to ensure continuity of care and shared impact.
- Drive the growth and effectiveness of the full prisons-to-employment reintegration pathway, ensuring individuals experience consistent support from prison programmes through to halfway housing and into enterprise employment.
- Oversee the effective implementation of various MEP courses and support the team to deliver effective reintegration and discipleship to our beneficiaries.

### **Enterprise**

- Manage and support the Gangstar Café Team to ensure strong operations that align with the reintegration mission.
- Oversee the growth and development of the Gangstar Café model, identifying and assessing opportunities to open new cafés as key reintegration touchpoints.
- Build and maintain high-level strategic partnerships that strengthen the Gangstar brand and expand opportunities for training and employment including our four Gangstar avenues; Café, Events, Roaster and training.
- Source Enterprise Development (ED) and Supplier Development funding to support the expansion, staffing, and sustainability of Gangstar Cafés.
- Position the Gangstar Café model as a core reintegration platform, ensuring clear and supportive pathways from prison programmes to halfway housing to enterprise employment.
- Oversee the financial infrastructure of the business working closely with the Finance officer for weekly payment schedules.

### **Other Expectations:**

- Attend monthly prayer days at Message HQ and participate fully in the spiritual life of the organisation.
- Attend weekly Tuesday morning devotions as part of the Message community rhythm.
- Hold regular line-management meetings with the CEO.
- Hold regular line-management meetings with the Prison and Enterprise team to ensure alignment and support.
- Strengthen and grow the support base for The Message across Cape Town, including prayer partners and financial supporters.
- Participate in Message Sundays by sharing stories of gospel transformation and raising awareness of the mission.
- Network with other ministries across Cape Town to build partnerships and increase collaborative impact.
- Support key Message events throughout the year, including prayer days, devotions, and major ministry events.

# Person Specification



## Essential

- Driver's license and own vehicle
- Clear strategic vision
- Energy and business acumen, innovation and entrepreneurial skills.
- Open and sharing approach to working in partnership with the Executive Team
- Good leadership, team-building, motivational and staff management skills.
- Able to balance financial and non-financial objectives, analyse information, make sound judgements, appraise performance and manage risk.
- Strong in Microsoft Excel, Word, PowerPoint and Teams
- Networking, influencing/promotional and negotiating skills.
- Able to develop and sustain public and voluntary sector partnerships.
- Strong self-motivation.
- A "hands-on" attitude, able to roll-up sleeves and pitch-in with practical task delivery.
- Successful management track record including change and innovation.

## Have a good reputation for displaying the following characteristics:

- Identification with the Trust's Statement of Values and Ethos.
- Commitment to Child Protection, Equality & Diversity, and Health & Safety.
- Personal integrity and commitment to working as part of a team.
- The post-holder will be expected to enter fully into The Message Trust team life, including morning prayers, monthly prayer days and evening prayer meetings.
- Good communication skills
- Able to take initiative
- Good communicator
- Dependable and Loyal
- Adaptable and flexible with problem-solving approach
- Able to take constructive criticism
- Patience
- Encouragement
- Honesty
- Gracious
- Able to hold own counsel
- Outgoing disposition
- Respect for authority
- Absolute discretion with members of the opposite sex
- Operate in an anti-discriminatory way
- Ability to follow and carry out set administrative tasks/assignments
- Ability to initiate within agreed parameters
- Able to adapt quickly and take responsibility when required to
- Ability to diffuse confrontational behaviour & deal with conflict
- Ability to drive with own transport

## Note

The post holder must be a committed Christian who believes in the Lordship of Christ and the authority of scripture, and who wants to see the Christian message communicated effectively to young people. Applicants should be able to articulate a clear vision for their role within the work of The Message, particularly with reference to their ability to function within the framework of its Mission, Vision, Ethos and Values

The successful candidate for this post will be asked to apply for a Police Clearance. Any information relating to people contacted by the Trust acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager. This job description is not exhaustive and amendments and additions may be required in line with future organisational changes.

## Working for The Message Trust



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The Message Trust exists to share the good news about Jesus Christ boldly with young people, primarily in urban areas. Working in schools, in local communities and in prisons, The Message is in regular contact with around 100,000 young people each year across the UK and now internationally in South Africa, Canada and Germany from our base in Manchester.

### Our objectives are expressed in the following ways:

- Producing quality Christian music and educational resources. Live music bands, printed materials, the internet and multimedia are all used to communicate the gospel to young people in ways that are relevant to today's youth culture and perspectives.
- Community-based Eden teams advancing the work of The Message through partnerships with local churches. Our goal is to see Eden teams with full-time and volunteer youth and community workers established in the most deprived neighbourhoods of the UK, positively impacting the people in those areas irrespective of religion, colour or background. Working in prisons and young offender institutions, sharing the gospel with inmates and offering discipleship programmes. After release, we offer supported housing in a Christian environment and employment through our enterprise initiatives.
- Inspiring and training church leaders and youth groups to be effective in reaching and communicating the Christian gospel to young people. Our goal is to produce discipleship materials, evangelism training courses and to inspire people to get involved with their neighbourhoods, through social action and evangelistic outreaches.
- Partnering with local churches, local authorities, schools, the police and other agencies to provide new opportunities and positive experiences for disadvantaged, deprived and marginalised young people.

# Ethos and Values

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## **Making A Difference**

The Message Trust's work is underpinned by a clear definition of its Ethos and Values, which affirms the Christian origins of the Trust and its ongoing day-to-day working principles. A Statement of Ethos and Values is in place (see below) to demonstrate how the Christian Faith energises the organisation's work and sustains its culture, galvanising its long-term cohesion.

The Trustee, Executive, Management and Outreach posts within the organisation have been recognised as carrying a necessary occupational Christian-faith requirement. This is to ensure that the organisation's distinctive Christian basis is sustained. This is important given the extensive nature of the organisation's Christian charitable donor base which provides the basis for the financial viability of the work.

The Message Trust is an inclusive Christian organisation, working with the supporting people from all sections of the community. In particular, the Statement explains how organisations and individual people from all faiths, or no faith can identify with and benefit from the services and support that the organisation provides.

We maintain the Trust's Christian ethos which is founded on a belief in God the Father as Creator, Jesus Christ the Son of God the Redeemer, and The Holy Spirit, the Enabler and third person of the Trinity. The Trust also affirms that the practical application of the Christian faith in accordance with the Bible should be expressed in daily work and living. As a Christian organisation working with and supporting people from all sections of the community, we recognise the need to set out our values. These are clearly drawn from our Christian faith and our aim is that all our staff, volunteers, clients, service users, charitable funders and business partners should be able to identify with the benefits of the organisation's work and ethos.

## **People**

We seek to empower staff to meet the needs and expectations of our clients and other service users as well as the requirements of the organisation overall. We will support staff through a comprehensive induction and training programme, backed up by strong supervision. The Message seeks to establish a culture that encourages teamwork, rewards creativity and innovation, and welcomes imaginative suggestions. Key attributes that The Message seeks in all its staff members and volunteers include valuing one another, honesty and integrity, the importance of the individual, respecting differences, a profound compassion, and working in an inclusive, non-discriminatory and non-judgemental way.

## **Partnership**

We expect all staff to work together to achieve the aims and objectives of the organisation. To achieve this, staff will act as team players in supporting one another, recognising that more is achieved through harmony. We acknowledge and value contributions to our operation arising from the diversity of staff who join the organisation, and actively look to promote links and partnerships between the Trust and other service providers, local communities and agencies. To ensure all staff work as team players, we seek to

create an environment where openness, trust and support of one another is expected. Our formal supervision policies place this expectation on all staff.

### **Performance**

Our philosophy is to recognise the dignity and diversity of our clients and service users, to respect their independence, and to work with them to help meet their needs. Our staff will create an environment where our clients and service users are encouraged to take control of their lives and have the ability to exercise choice wherever possible. We will provide a high-quality framework for our work, which sets out guidance and expectations. All staff and volunteers will accept their responsibility and accountability to treat clients and service users as they would wish to be treated and challenge any practice that does not meet this standard at all times. Respect for the individual's freedom of choice will be paramount at all times. By working together, we aim to be recognised for "services of excellence" which offer proven choice, added value, and individually tailored support. We will value and recognise the importance of every individual helping to achieve this goal.

## **Confidentiality**

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Any information relating to people contacted by the Trust acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

All information handled must strictly adhere to our POPI policies.

\*Full copies of our Mission & Vision statement and our Ethos & Values statement are available on request