

## ROLE PROFILE

### *Trinity Kids Administrator*

<b>ROLE TITLE:</b>	Kids Administrator
<b>LEVEL:</b>	Administration Assistant
<b>LINK TO ORG MAP:</b>	Trinity Kids
<b>LINE MANAGER:</b>	Associate Pastors - Trinity Kids

<b>PURPOSE OF ROLE:</b>	<ol style="list-style-type: none"> <li>1. To assist with general administrative duties facilitating Kids ministry within Trinity Church.</li> <li>2. To be a key link person for the Kids team with the rest of the Trinity staff ensuring that information and communication are prompt and accurate.</li> </ol>
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<b>TASKS &amp; RESPONSIBILITIES:</b>	<p>General Administration</p> <ul style="list-style-type: none"> <li>● Implement correspondence for Kids Church across parents, team and Trinity staff</li> <li>● Maintaining accurate records using ChurchApp and GoogleDrive and producing reports</li> <li>● Oversee the process for ensuring team and fully trained and DBS cleared</li> <li>● Organise and maintain resources and teaching materials</li> <li>● Manage and update the team diary for Kids work</li> <li>● Oversee the production, communication and implementation of teams rotas</li> <li>● Oversee the room bookings to facilitate ministry</li> <li>● General admin duties including photocopying, emails, phone calls, coordination of meetings</li> </ul> <p>Other Specific Duties</p> <ul style="list-style-type: none"> <li>● Event coordination and administration <ul style="list-style-type: none"> <li>○ e.g. Day events - Holiday Club; Special Services; Light Party; Christmas; Easter; Small Groups; Socials; Tandem Fair; Kids Weekend Away</li> <li>○ Booking speakers and venues</li> </ul> </li> <li>● Assist in production of flyers, posters, relevant parts of website and other publicity material</li> </ul> <p>General</p> <ul style="list-style-type: none"> <li>● To help facilitate communication between the Kids ministry and the rest of the Trinity staff.</li> <li>● To ensure harmony with the overall vision and ministry.</li> <li>● To undertake any other duties that further the overall objectives of the post and ministry of Trinity as the vision and direction of the church develops and changes over time in ways that cannot be foreseen, as directed by your Line Manager.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Be willing to serve periodically outside of usual working hours as required. This will include some evenings and weekend.</li> <li>• To abide by the vision and values of Trinity and the terms and conditions of staff employment as set out in the staff handbook.</li> </ul> <p>Trinity Staff Contribution</p> <ul style="list-style-type: none"> <li>• Pray, listen to the Holy Spirit, follow the Lord's voice in building His Kingdom and be accountable.</li> <li>• To participate in and regularly attend staff meetings, Sunday celebrations, Prayer meetings and other events within the life of the Church such as Life Groups.</li> <li>• To attend weekly staff prayers on a Thursday morning.</li> <li>• To lead by example, in line with Trinity's vision and values.</li> </ul>
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### SKILLS, QUALIFICATIONS, COMPETENCE LEVEL:

<b>QUALIFICATIONS/ EDUCATION REQUIRED:</b>	<ul style="list-style-type: none"> <li>• A level, or equivalent, education is essential</li> <li>• GCSE grade B or higher in English and Maths is essential</li> </ul>
<b>EXPERIENCE/ KNOWLEDGE REQUIRED:</b>	<ul style="list-style-type: none"> <li>• Experience of working as a team administrator essential</li> <li>• Experience in Kids Church desirable</li> <li>• Experience working with volunteers is strongly desirable</li> <li>• Experience in producing and managing rotas is desirable</li> <li>• Experience of basic poster production is desirable</li> </ul>
<b>PARTICULAR SKILLS / COMPETENCIES REQUIRED:</b>	<ul style="list-style-type: none"> <li>• Highly computer literate - essential</li> <li>• Excellent communication skills are essential</li> <li>• Strong organisational skills are essential</li> <li>• Ability to manage own workload</li> </ul>

<b>KEY RELATIONSHIPS:</b>	Associate Pastors - Trinity Kids Trinity Kids Team All staff, Trinity ministry leaders and volunteer helpers
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### ROLE SPECIFICATIONS:

<b>FULL TIME/PART TIME (%):</b>	Part-time: 16.5hours
<b>NORMAL PLACE OF EMPLOYMENT:</b>	Winchcombe House
<b>AUTHORITY TO SPEND (APPROVED):</b>	£
<b>AUTHORITY TO SPEND (UNAPPROVED):</b>	£74.99

### CORE HOURS:

<b>MON:</b>	<b>TUES:</b> TBC	<b>WED:</b>	<b>THURS:</b> TBC	<b>FRI:</b> TBC	<b>SAT:</b>	<b>SUN:</b>
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As this role is part-time, the working hours are open for discussion, although Fridays would be helpful.

*Some variation will required at times in the distribution of hours (eg some requirement for evening/weekend work) and/or in location (eg some work from home may be possible, some travel may occasionally be needed). Variation from the norm will be communicated as much as possible in advance. Where applicable hours include one hour*

unpaid lunch break.

<b>OTHER ROLES FOR WHICH THIS ROLE ACTS AS LINE MANAGER:</b>	na
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<b>ROLE AGREED WITH LINE MANAGER:</b>	
<b>DATE AGREED WITH LINE MANAGER:</b>	/ /
<b>ROLE AUTHORISED BY PCC:</b>	
<b>DATE AUTHORISED BY PCC:</b>	/ /

<b>VERSION NUMBER:</b>	1.0 Recruited
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