

## ROLE PROFILE

### Teams Administrator

<b>ROLE TITLE:</b>	Teams Administrator
<b>LEVEL:</b>	Administrator
<b>LINK TO ORG MAP:</b>	Various departments
<b>LINE MANAGER:</b>	Mike Darbandi

<b>PURPOSE OF ROLE:</b>	<ol style="list-style-type: none"> <li>1. Facilitate the administration of the Trinity Kids ministry.</li> <li>2. Support in the administration and coordination of Trinity Safeguarding.</li> <li>3. Support in the administration of ministries</li> <li>4. Provide PA support for David Baker</li> </ol>
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<b>TASKS &amp; RESPONSIBILITIES:</b>	<p><b>Administration of the Trinity Kids Ministry (1.5 days)</b></p> <ul style="list-style-type: none"> <li>● Ensure effective communication with parents, team and staff.</li> <li>● Oversee the production and communication of team rotas.</li> <li>● Support in the facilitation of resources and teaching materials.</li> <li>● General administration duties as required by the ministry. <ul style="list-style-type: none"> <li>○ Including room bookings and risk assessments.</li> </ul> </li> <li>● Maintain accurate records of team and kids including some analysis.</li> <li>● Event coordination and administration as required.</li> <li>● Support the Kids Pastors as required for the Kids Ministry.</li> </ul> <p><b>Administration and Coordination of Trinity Safeguarding (1 day)</b></p> <ul style="list-style-type: none"> <li>● Ensure all team members across all appropriate teams have the relevant training and DBS clearance.</li> <li>● Oversee the administration of the DBS process.</li> <li>● Ensure all practices exceed the minimum legal requirements.</li> <li>● Assist in the writing of ban or guidance letters for vulnerable adults.</li> <li>● Support the Operations Manager and Safeguarding Lead as required for Safeguarding.</li> </ul> <p><b>Ministry Administration (1.5 days)</b></p> <ul style="list-style-type: none"> <li>● General administration duties including team communication, room bookings, risk assessments and support for the Transform Ministry Leader.</li> <li>● General administration for courses including liaising with volunteers, catering needs, publicity and room bookings.</li> <li>● Administration support for the pastoral ministry.</li> <li>● Administration for volunteer-led ministries (men, women etc) such as planning and coordinating events, managing catering and booking requirements, and communication.</li> </ul>
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	<p><b>Administratively support David Baker (1 day)</b></p> <ul style="list-style-type: none"> <li>● Assist with email and/or telephone communication.</li> <li>● Management of email inbox (filing, flagging).</li> <li>● Management work diary</li> <li>● Production of keynotes/powerpoints</li> <li>● General administrative duties</li> </ul> <p><b>Trinity Staff Contribution</b></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 to others.</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 godly example, in line with Trinity's vision and values.</li> <li>● Undertake any other duties, as required, that further the overall objectives of the post and ministry of Trinity. <ul style="list-style-type: none"> <li>○ Including some evening and weekend work.</li> </ul> </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 (essential)</li> <li>● GCSE grade B in English and Maths, or equivalent (essential)</li> </ul>
<b>EXPERIENCE/ KNOWLEDGE REQUIRED:</b>	<ul style="list-style-type: none"> <li>● Experience working as an administrator or coordinator (essential)</li> <li>● Knowledge of safeguarding practices (strongly desirable)</li> <li>● Experience of working with volunteers (strongly desirable)</li> <li>● Experience of kids church (desirable)</li> <li>● A good understanding of the nature and theological alignment of the Evangelical Charismatic church and its mission to advance the Kingdom of God in the world</li> <li>● Committed, passionate and prayerful, worshipping lover of Jesus</li> <li>● Clear intentional personal rhythms in reading the Bible, prayer life and a hunger to see the Holy Spirit work and overflow in the life of the Church</li> </ul>
<b>PARTICULAR SKILLS / COMPETENCIES REQUIRED:</b>	<ul style="list-style-type: none"> <li>● Excellent communication skills, verbal and written (essential)</li> <li>● Excellent organisation skills (essential)</li> <li>● Strong IT skills (essential)</li> <li>● Ability to manage your own workload (essential)</li> <li>● Creative problem solver (essential)</li> <li>● Self motivated and pioneer attributes (desirable)</li> <li>● Willingness to learn from others and generosity to give away to others</li> </ul>
<b>KEY RELATIONSHIPS:</b>	<p>Operations Manager  Ministry Leaders  Kids Team  Pastor - David Baker</p>

**ROLE SPECIFICATIONS:**

<b>FULL TIME/PART TIME (%):</b>	Full Time
<b>NORMAL PLACE OF EMPLOYMENT:</b>	Trinity Cheltenham Buildings
<b>AUTHORITY TO SPEND (APPROVED):</b>	£tbc
<b>AUTHORITY TO SPEND (UNAPPROVED):</b>	£na

**CORE HOURS: 37.5**

<b>MON:</b> 7.5	<b>TUES:</b> 7.5	<b>WED:</b> 7.5	<b>THURS:</b> 7.5	<b>FRI:</b> 7.5	<b>SAT:</b>	<b>SUN:</b>
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Some variation will required at times in the distribution of hours (eg some requirement for evening/weekend work) and/or in location (eg some travel may occasionally be needed). Variation from the norm will be communicated as much as possible in advance. Hours include a hour unpaid lunch break.

<b>OTHER ROLES FOR WHICH THIS ROLE ACTS AS LINE MANAGER:</b>	Volunteer administrators
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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>	/ /