

ROLE PROFILE

Teams Administrator

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| ROLE TITLE: | Teams Administrator |
| LEVEL: | Administrator |
| LINK TO ORG MAP: | Various departments |
| LINE MANAGER: | Mike Darbandi |

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| PURPOSE OF ROLE: | <ol style="list-style-type: none"> 1. Facilitate the administration of the Trinity Kids ministry. 2. Support in the administration and coordination of Trinity Safeguarding. 3. Support in the administration of ministries 4. Provide PA support for David Baker |
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| TASKS & RESPONSIBILITIES: | <p>Administration of the Trinity Kids Ministry (1.5 days)</p> <ul style="list-style-type: none"> ● Ensure effective communication with parents, team and staff. ● Oversee the production and communication of team rotas. ● Support in the facilitation of resources and teaching materials. ● General administration duties as required by the ministry. <ul style="list-style-type: none"> ○ Including room bookings and risk assessments. ● Maintain accurate records of team and kids including some analysis. ● Event coordination and administration as required. ● Support the Kids Pastors as required for the Kids Ministry. <p>Administration and Coordination of Trinity Safeguarding (1 day)</p> <ul style="list-style-type: none"> ● Ensure all team members across all appropriate teams have the relevant training and DBS clearance. ● Oversee the administration of the DBS process. ● Ensure all practices exceed the minimum legal requirements. ● Assist in the writing of ban or guidance letters for vulnerable adults. ● Support the Operations Manager and Safeguarding Lead as required for Safeguarding. <p>Ministry Administration (1.5 days)</p> <ul style="list-style-type: none"> ● General administration duties including team communication, room bookings, risk assessments and support for the Transform Ministry Leader. ● General administration for courses including liaising with volunteers, catering needs, publicity and room bookings. ● Administration support for the pastoral ministry. ● Administration for volunteer-led ministries (men, women etc) such as planning and coordinating events, managing catering and booking requirements, and communication. |
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| | <p>Administratively support David Baker (1 day)</p> <ul style="list-style-type: none"> ● Assist with email and/or telephone communication. ● Management of email inbox (filing, flagging). ● Management work diary ● Production of keynotes/powerpoints ● General administrative duties <p>Trinity Staff Contribution</p> <ul style="list-style-type: none"> ● Pray, listen to the Holy Spirit, follow the Lord's voice in building His Kingdom and be accountable to others. ● 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. ● To attend weekly staff prayers on a Thursday morning. ● To lead by godly example, in line with Trinity's vision and values. ● Undertake any other duties, as required, that further the overall objectives of the post and ministry of Trinity. <ul style="list-style-type: none"> ○ Including some evening and weekend work. |
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SKILLS, QUALIFICATIONS, COMPETENCE LEVEL:

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| QUALIFICATIONS/ EDUCATION REQUIRED: | <ul style="list-style-type: none"> ● A Level, or equivalent (essential) ● GCSE grade B in English and Maths, or equivalent (essential) |
| EXPERIENCE/ KNOWLEDGE REQUIRED: | <ul style="list-style-type: none"> ● Experience working as an administrator or coordinator (essential) ● Knowledge of safeguarding practices (strongly desirable) ● Experience of working with volunteers (strongly desirable) ● Experience of kids church (desirable) ● 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 ● Committed, passionate and prayerful, worshipping lover of Jesus ● 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 |
| PARTICULAR SKILLS / COMPETENCIES REQUIRED: | <ul style="list-style-type: none"> ● Excellent communication skills, verbal and written (essential) ● Excellent organisation skills (essential) ● Strong IT skills (essential) ● Ability to manage your own workload (essential) ● Creative problem solver (essential) ● Self motivated and pioneer attributes (desirable) ● Willingness to learn from others and generosity to give away to others |
| KEY RELATIONSHIPS: | <p>Operations Manager Ministry Leaders Kids Team Pastor - David Baker</p> |

ROLE SPECIFICATIONS:

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

CORE HOURS: 37.5

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| MON: 7.5 | TUES: 7.5 | WED: 7.5 | THURS: 7.5 | FRI: 7.5 | SAT: | SUN: |
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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.

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| OTHER ROLES FOR WHICH THIS ROLE ACTS AS LINE MANAGER: | Volunteer administrators |
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| ROLE AGREED WITH LINE MANAGER: | |
| DATE AGREED WITH LINE MANAGER: | / / |
| ROLE AUTHORISED BY PCC: | |
| DATE AUTHORISED BY PCC: | / / |