

Families Outreach Worker/Church Administrator



Job Description

Church Mission, Vision, Ethos and Priorities

1. All staff will personally embody our church vision values and mission statement as part of their ongoing discipleship and ministerial growth:
 - ❖ River Vision: We want to be a church like a river 'whose streams make glad the city of God.'
Ps 46:4
 - ❖ Values: We are a DEVOTED people, a VALUED people, a BELONGING people, a SERVING people, a GROWING people.
 - ❖ Mission Statement: Impacting communities with the love of Christ
 - ❖ Supporting the agreed priorities for each season of church life.

More details of the above are on New Day Church website: newdaychurch.uk

2. All staff will work to create a discipleship environment where our vision, values and mission, are encouraged, supported and fulfilled.
3. All staff will look for opportunities to involve families, new and younger people, helping them discover and use their particular gifts and calling so we see new young disciples emerge.

Job Title:

Families Outreach Worker/Church Administrator (full-time)

Main Purpose:

To serve God, working with the Pastors and Elders in such a way that the church's mission and vision for the people of South Ribble are fulfilled, all with a particular focus on families and the younger generations.

Accountability:

To the Senior Pastor, the Elders and the Board in accordance with the provisions set out in our Leadership Document (available on request).

Core Responsibilities: Families/Outreach role circa (50%)

To work with the Pastors, the Elders and the Board to:

1. Actively work to develop new initiatives in the local community and schools with the purpose of leading families to Christ and discipling them.

2. Oversee our range of church-based activities for families, young people and children with a personal involvement in leading these activities, including preaching and teaching audience appropriate material in the various contexts.
3. Work jointly with the youth and children's leadership group to oversee the teams and further develop team volunteers.
4. Ensure good systems are in place and used effectively for best practice in safeguarding, health and safety, data protection etc.
5. Encourage and support the development of outreach and faith sharing skills among church members.
6. Actively engage with community users of the church building and seek to build links and opportunities for deepening relationships and Christian discipleship.

Core Responsibilities: Administrator role (circa 50%)

To work with the Pastors, the Elders and the Board to:

1. Manage the church office on a day-to-day basis with responsibility for all general church administration.
2. Oversee and coordinate the church programme, rotas, events and general diary via Churchsuite.
3. Oversee and develop the Church's social media profiles and communications.
4. Preparation and dissemination of the weekly newsletter and any other relevant church information.
5. Answer church enquiries via telephone and email efficiently and in a timely manner.
6. Manage volunteers who may be able to help you with certain administrative tasks based on their skills and experience.
7. Any other duties and responsibilities in line with the roles deemed reasonable by the line manager (Senior Pastor) including but not restricted to general administrative support to the Pastors.

Additional Notes:

- ❖ Your own mobile phone, laptop/desktop would be beneficial for your responsibilities.
- ❖ You will be provided with a desk, a desktop PC and office space in our church office which is a shared space.
- ❖ You will be entitled and encouraged to undergo necessary training and ongoing personal spiritual formation in the course of your duties.
- ❖ Statutory holiday and benefits are provided, including the offer of a workplace pension.
- ❖ A permanent appointment will be made subject to a satisfactory completion of 3 months probationary period. During this time a notice period of 1 week is applicable.
- ❖ The notice period you must give to end your employment after the probationary period is 1 month. We may end your employment at any time by giving you 1 months' notice or the statutory notice period you are entitled to, whichever is longer.
- ❖ Regular reviews will take place to support you and the church in your ministry.

Families Worker/Church Administrator

Personal Specification

Essential Qualities	Desirable Qualities
<p>The person will demonstrate, with enthusiasm, the core vision, values and mission of New Day Church along with our evangelical statement of faith.</p>	<p>Education and qualifications relating to youth and children's ministry.</p>
<p>A Spirit filled disciple of Jesus Christ: This is a genuine occupational requirement under the 2010 Equality Act schedule 9. We pray and worship regularly together as a staff team and the role involves being an integral part of our church community and a commitment to personal growth as a disciple of Jesus.</p>	<p>Able to lead worship and be an active part of a worship team for all age</p>
<p>A proven evangelist readily able and willing to share faith with non-Christians, particularly younger generations.</p>	<p>Previous experience of working in schools, taking assemblies and leading classes.</p>
<p>Solid grounding in scripture, well able to relate biblical understanding to contemporary circumstances and situations.</p>	<p>Good communicator, able to express ideas, information and stories in such a way as people want to listen.</p>
<p>Demonstrated ministry experience, preferably in a Youth/Children's context.</p>	<p>Knowledge of Churchsuite & Mailchimp as an administrator/back office use. Knowledge of Canva for basic design tasks for church website, social media platforms and newsletters. Experience/understanding of office management procedures and practices.</p>
<p>People person with an evident love of people, families and children in particular and an ability to relate to all kinds of people effectively, politely, safely and influentially.</p>	<p>Budgeting skills, able to plan and monitor financially and make good use of available financial resources.</p>
<p>Leader and team player with a track record of involvement which births initiatives bringing them through to completion, taking team members and others with them to fruition.</p>	<p>Able to drive with own vehicle.</p>

Organised & self-motivated, able to manage work schedule along with ability to work alone as well as with others.	
Demonstrated general administration skills and experience.	
Strong IT skills including but not limited to Google Suite, Microsoft Office along with competent use of the internet and social media.	
DBS checked. Knowledgeable and aware of Safeguarding issues.	
Flexible working hours, willing to regularly work outside of a 9-5 norm including usual Christian holidays.	