

# King's Arms – Community Team Administrator



**Application closing date:** Monday 24 February 5pm  
**Salary:** Between £18,000 - £22,000 (pro rata)  
**Role:** 20 -24 hours a week, inc some Sundays and out of hours work  
**Accountable to:** Community Team Leader  
**Probation:** Six months  
**Send Applications to:** [kirstie.cook@kingsarms.org](mailto:kirstie.cook@kingsarms.org)

## 1. PURPOSE

To provide administrative support to the Community Team of King's Arms Church in line with the Christian ethos of the King's Arms Trust.

## 2. CONTEXT

King's Arms Trust is a growing church with around 1,100 adults, youth and children and a staff of around 50, most of whom are based at King's House. In addition, an increasing number of people are volunteering to work in support of the church.

**Occupational Requirement:** This role carries an Occupational Requirement for the applicant to be an active committed Christian and to subscribe to the Objects and Statement of Beliefs of the King's Arms Trust (Bedford).

## 3. PRINCIPAL RESPONSIBILITIES

- **Grouplife Team** - Providing administrative support to the Group Life Leader and wider team to develop life groups and missional communities within King's Arms. This will include administering the group life sign-up process, facilitating communication with wider church in all matters relating to life groups and missional communities, organising training events for group leaders, and other tasks as directed by the Group Life Leader.
- **Youth Team** - Providing general administrative support to the Youth Team, communicating the team and parents, administering various team rotas for youth, organising various termly and special events, facilitating the security and safety of our young people alongside the safeguarding team.
- **Belong Team** - Communicating with visitors and new members of the church directly and administering all aspects of the Belong Team. Leading with the team the weekly Tuesday evening group for new people (term time only). Representing the Christian faith to new members, and being able to handle pastorally sensitive issues, in line with the Objects and Statements of Beliefs of the King's Arms Trust (Bedford).

- **Prayer** - Help organise Thirst prayer times including communicating with teams, room bookings and set up as directed by prayer leader. Assist in leading prayer times, contribute ideas, development of new groups and training opportunities for prayer across the church and town.
- **Other Responsibilities** - Assist in organising training for leadership development, administer the intern programme, creating discipling opportunities in the Christian faith for the team and new members of the church, and assisting the Community Team Leader with administrative tasks.

#### **4. Highly Desirable Experience and Skills**

- Excellent written and verbal skills.
- Excellent administrative skills.
- General office skills, for e.g. filing, photocopying, typing, message taking.
- Good knowledge of Microsoft computer packages (Word, Excel).
- Ability to learn other new packages (eg Teamworkpm, Desktop publishing, Church Suite).
- Pleasant and friendly telephone manner.
- Is comfortable communicating with youth and parents.

#### **5. Personal Qualities**

- Knowledge and experience of Christian faith in line with the Objects and Statements of Beliefs of the King's Arms Trust (Bedford).
- Work as part of a team including occasionally on a rota basis as some flexibility will be required to cover operational requirements including staff sickness or increased peaks of activity.
- Is self-motivated and reliable, able to prioritise and manage their own workload.
- Take pride in their work and can work to deadlines.
- Has a passion for community and building family.