

Community Assistant Team Leader

(Responsibility for groups and interns)

Application closing date:	Friday 25th June 5pm
Interviews:	Week Beginning 28th June
Salary:	Available upon request
Role:	24 hours a week, some Sunday and out of hours' work
Accountable to:	Community Team Leader (Phil Cox)
Probation:	Six months

1. PURPOSE

Group Life is an essential component of the King's Arms Church and central to the future health and mission of the church.

Groups are at the front line of creating a community where everyone can belong, grow and be encouraged to reach out to the world around. This has been seen to be critical particularly as the King's Arms is a growing church - and research from other churches shows that for King's Arms to thrive with over 1000 member's groups must be a healthy and vibrant part of church life.

Additionally, the UK and Europe need a model of effective group life that ensures that missional disciples, who can make other disciples, are being effectively cared for and developed. We have effectively used the strap line: "What is God saying and what are you going to do about it?", enabling hundreds of people to be supported in leading and to follow what God has said.

King's Arms has a passion to be that model to the best of its ability. The Group Life Assistant Team Leader works as part of the Community Team to ensure that this happens.

Internships have seen people go from a year of being immersed into King's Arms culture and "ways of working" to planting churches, starting business. They then know themselves more and be "big people" for the Kingdom, whilst being done in creative ways to help the intern explore their callings, grow and develop personally, and in their gifts.

2. CONTEXT

The King's Arms Church is now over 1000 adults, youth and children. Integrating new people into group life and community is key in a church of this size and important in terms of the church's growth as a whole. This is a critical area of making sure that new people are welcomed well and are quickly added to be part of the 'family' as soon as possible.

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

Typical tasks will be:

Group life:

- Working with the Community team to develop life groups, missional communities and equip groups within King's Arms in line with the agreed vision and aims of the trust
- Support Community Team Leader and undertake tasks and duties for the development of group life at their direction and request, in line with the Christian Objects and Statement of Beliefs of the King's Arms Trust (Bedford).
- Review, evaluate and strategize for the future of group life in King's Arms.
- Administration for groups (including taking notes in meetings and taking on various actions)
- Administration and system management of the group sign-up process; including manning and recruiting volunteers for sign-up Sunday.
- Administration of new groups starting; including meeting potential leaders
- Supporting and working with Coaches in line with the Christian Objects and Statement of Beliefs of the King's Arms Trust (Bedford).
- Supporting and working with new group leaders in line with the Christian Objects and Statement of Beliefs of the King's Arms Trust (Bedford).
- Champion communication with the wider church in all matters relating to life groups and missional communities (possibly monthly magazine/newsletter) in line with the Christian Objects and Statement of Beliefs of the King's Arms Trust (Bedford).
- Administrate and organise training events for group leaders and coaches in line with the Christian Objects and Statement of Beliefs of the King's Arms Trust

(Bedford).

- Meet new leaders, supporting them in “What is God saying and what are you going to do about it”
- Interns:
 - Advertise and interview the potential interns
 - Manage the interns program
 - Manage the diet of their year and time with us
 - Liaise with the areas of church that they work within to make sure they are cared for and stretched appropriately.

Other responsibilities and involvement

- Active involvement and contribution to prayer meetings and other team meetings in line with the Christian ethos of the King’s Arms Trust.

4. PERSONAL QUALITIES

We’re looking for an applicant who:

- Is a committed Christian, loves Jesus and His people!
- Passion for God, His glory and presence!
- Is happy and capable to work on their own initiative.
- Can work in team and draw the best out of others
- Is comfortable communicating with a broad range of people.
- Has a passion for the Church and its culture and mission
- Is self-motivated and reliable.
- Takes pride in their work and can work to deadlines
- Has the ability to prioritise and to manage their own workload in a fast paced environment.
- Has the ability to think strategically and creatively.
- Has physical and emotional capacity for such work.

5. HIGHLY DESIRABLE EXPERIENCE & SKILLS

It’s highly desirable that the applicant has:

- A quick learner and self-starter
- Excellent Computer skills (mac) and experience of using social media
- Excellent written, verbal and social skills.
- Able to connect well with others and form friendships
- Team building experience and/or skills
- A good level of organisational ability.
- Personal integrity and diligence
- Creative problem solver and resource investigator
- Flexible and adaptable