

Connect Assistant Leader

Application closing date:	Sunday 27th June
Interviews:	Tuesday 6th & Wednesday 7th July
Salary:	Available upon request
Role:	8 hours a week, including occasional out of hours work.
Accountable to:	Connect Team Leader
Probation:	Six months

1. PURPOSE

To provide both leadership and administrative support to the Connect Team Leader in the excellent running of Sunday meetings 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 1100 adults, youth and children and a staff of around 50. In addition, an increasing number of people are volunteering to work in support of the church. The Connect Team is responsible for overseeing our 'gathered' times as a community and as we move forward from the pandemic as a multi location church this role will support the team in facilitating our vision and values across the various congregations on a Sunday.

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

One Church Connect Team

- Play an active role in the Connect team responsible for the oversight of Sunday meetings, supporting the Connect Team leader with any reasonable requests.
- Take minutes in team meetings, contributing to ideas and development, and outworking practically the vision of the team.
- Taking a lead on research and development projects as we continue to grow as disciples who make disciples.
- Be a leadership voice for the vision of the team.
- Providing a connection point for the various locations teams ensuring communication is consistent throughout all our congregations.
- Support the team as required in pastoral care of volunteers.
- Organisation and communication of one church leader's events.
- Assistance with managing budgets.

- Preparation of reports in line with the Christian Objects and Statement of Beliefs of the King's Arms Trust (Bedford) for Trustees and Elders.

Administrative support to Occasional Sunday events & One Church Sunday gatherings

- Provide assistance to occasional Sunday events, including Vision Sunday, Summer fun days, Sign-up Sundays and working with the teams responsible for key evangelistic Sundays such as Baptisms, Mother's Day, Easter Sunday and special Christmas events in line with the Christian ethos of the King's Arms Trust.

Other responsibilities and involvement

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

4. PERSONAL QUALITIES

We're looking for an applicant who:

- Occupational requirement to be an active committed Christian
- Has excellent interpersonal and leadership skills
- Is passionate about serving the wider King's Arms team and Christian vision
- Is a self-starter and capable of managing their own workload
- Works well under pressure and able to prioritise in a busy environment.
- Is comfortable working to deadlines
- Is self-motivated and reliable
- Has personal integrity
- Resolves conflict in a healthy manner, valuing relationship
- Takes pride in their work and has an eye for detail

5. ESSENTIAL EXPERIENCE & SKILLS

It's essential that the applicant has:

- Experience of setting and working to budgets
- Excellent written and verbal skills
- A clear and tested gift of administration
- A high level of computer proficiency.
- Creativity and calm while problem solving under pressure
- Ability to be pastorally sensitive and maintain confidentiality
- Ability to communicate and build good relationship with a wide range of people/organisations