

Online Meeting Administrator

Application closing date:	Sunday 27th June
Interviews:	Tuesday 6th & Wednesday 7th July
Salary:	Available upon request
Role:	4 hours a week, (includes Sunday working) ONE YEAR FIXED TERM.
Accountable to:	Connect Team Leader
Probation:	Two months

1. PURPOSE

To provide administrative support to the Online Meeting Team Leader in the excellent running of online Church 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, to a large 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 our Online Meeting team in facilitating our vision and values across this congregation on a Sunday.

As a community we are passionate about seeing people established in their relationship with the Father, growing in their identity as His children and being fully devoted to him. We are passionate about seeing God's Kingdom coming through making disciples who make disciples.

We believe our gathered times on a Sunday help facilitate this through providing an environment of family where God's power and presence is at work; whereby both the unbeliever and Christ follower encounter His love, experience community and are equipped and inspired to multiply the kingdom into every sphere of society.

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 the role of primary administrator of the King's Arms Online Sunday morning meeting
- Play an active role in the Connect team responsible for the oversight of Sundays.

- Take ownership of tasks and research specific to the online meeting.
- Maintain statistics and reports and communicate through one church connect team.

Online Church

- Be an active member of the Online Church leadership Team.
- Support the Team leaders in the growth and development of a Leadership Team and growth of community.
- Support the Team Leader in the tech side of facilitating the online Church Platform.

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:

- 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:

- A high level of computer proficiency.
- Excellent written and verbal skills
- A clear and tested gift of administration
- 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