

**Job Description:  
0-18's Administrator & Impact Team**



Jubilee Community Church

<b>Job title</b>	0-18's Administrator & Impact Team Line Manager
<b>Salary</b>	Jubilee Community Church Pay Scale C (Ministry Worker) £12,600 Basic + 5% Pension contribution
<b>Terms</b>	Part Time Role, working 3 & ½ days a week.  <b>9 month fixed contract</b> , subject to an initial probationary period of <b>2 months</b> . 22.5 hours per week, with Sunday (2.5hrs) as a working day. Hours to be flexible according to the needs of the post as agreed with line manager.
<b>Accountability</b>	Accountable to the elders and trustees of Jubilee Community Church, reporting to the elder with oversight of 0-18's ministry, Peter Benton.

**Vision Statement:**

The vision for 0-18's is to create an environment where young people can be equipped with the truth of Jesus and His Kingdom. Church Vision: Our vision at JCC is 'More people more like Jesus in our neighbourhood, our nation, and the nations'. We want to enable, encourage and equip more people to be more like Jesus. Our vision is to proclaim the truth of God's Kingdom and provide an environment by which this process can happen most effectively. We believe in family and community, and releasing missional disciples of Jesus.

**Overall Purpose:**

The 0-18's Administrator role requires you to work alongside our 0-18's ministry leaders to enable, encourage and equip children & youth of Jubilee Community church. The impact overseeing will involve managing our impact interns. A key element to these roles is the nurturing of Christian faith: it is essential that the 0-18's Co-ordinator is a committed Christian having a lifestyle that is consistent with this faith\*.

**Job Description:**

No.	Responsibilities	Nature of Role
1	To work collaboratively with the JCC staff team	There is an expectation that you will be or become an active member of Jubilee Community Church and attend all meetings pertinent to the role, as agreed with line manager.
2.	Impact Team Leadership – Line Manage current Impact Team	Mentor and manage Impact's in time management of three areas: 1. Training (Impact New Ground Theology) 2. Personal Development 3. Serving Roles: oversee work with specific ministry teams, and general JCC involvement
3.	0-18's Co-ordinating	As part of the 0-18's Core Team, co-ordinate the Team in: 1. Manage Pastoral Structure: registration, debrief sheets & coordinate specific follow up 2. Organising JCC Family Socials 3. Organising 0-18's Team W/E away and Team Meetings Facilitating 0-18's vision: serving & supporting all Special events, transition between age groups
4.	Schools Work	Develop a strategy for working with schools. Build bridges into local schools via - School assemblies - Prayer support - Research and develop other support work for Schools...

## Maternity Cover for 0-18's Administrator & Impact Team

**Applications** should be in the form of a **full CV** accompanied by a **supporting statement** and details of **two referees**.

1. The **CV** should give details of education, qualifications, employment history and experience (including any voluntary work) and relevant personal information.
2. The **supporting statement**, not exceeding 1 side of A4, should:
  - explain your motivation for applying;
  - give examples of how your skills and experience equip you to meet the aims and objectives of the role;
  - provide evidence of how you meet the requirements of the person specification.
3. One of your **referees** should be your current church leader or someone of appropriate standing within your church's leadership (not a relative). Your second referee should be your current or most recent employer (or, if you have not previously been employed, your last educational establishment or similar).

If you would like to discuss any aspect of this role, please contact Pete Benton, Elder with oversight of 0-18's ministry (see below)

**Please send to:**

Peter Benton,  
Jubilee Community Church,  
Jubilee Community Centre,  
Charlwoods Road,  
East Grinstead,  
West Sussex,  
RH19 2HL

Email: [Pete@jcceg.co.uk](mailto:Pete@jcceg.co.uk)

Office: 01342328334

Mobile: 07834455831

**Closing Date for applications:**

**5.00pm, Monday 4<sup>th</sup> January 2016**

If you are shortlisted for interview, we will be in touch by Friday 8<sup>th</sup> to give you more details about interview arrangements. We will aim to let all applicants know the outcome of their application within one month of the closing date.

Interviews will be in the second week of January 2016 (tbc).

\* There is a genuine occupational requirement for a committed Christian. The Employment Equality (Religion and Belief) Regulations 2003, section 7.2 applies.