

## **0-18s Co-ordinator/Administrator**

### **Introduction**

Jubilee Community Church East Grinstead is a Newfrontiers church (part of the Newground Sphere) of 330 adult members with a community strength of about 450. JCC has grown significantly over the last decade. In July 2007 the church bought and then refurbished an industrial warehouse complex which now houses the church when it gathers and operates as Jubilee Community Centre. The centre serves 3000 local people a week with a wide range of learning, business and community activities. Jubilee are part of the Evangelical Alliance and Churches Together East Grinstead. Jubilee is a charismatic evangelical church with a desire to serve the Kingdom of God in their neighbourhood, their nation and the nations.

The successful applicant would need to become a member of Jubilee Community Church as well as a member of the staff team. It is essential, therefore that they share our vision and values which can be found on our website [www.jcccg.co.uk](http://www.jcccg.co.uk). They would need to fully engage with our local church vision to see "More people, more like Jesus, in our neighbourhood, our nation and the nations". There is a genuine need for the jobholder to be a practising Christian in order to undertake the role.

### **Application Process**

Candidates are invited to apply by sending a CV and letter of application outlining why they would like to be considered for the role and what they would bring to the post.

- Closing date for application: Wednesday 12<sup>th</sup> June at 12pm
- Shortlisting: Thursday 13<sup>th</sup> June
- Interview day: Thursday 20<sup>th</sup> June

The interview day will include an optional tour of the Jubilee Community Centre and a formal interview lasting up to 60 minutes. Detailed timings for the day will depend on the number of candidates selected for interview and will be sent to all interview candidates on Thursday 13<sup>th</sup> June. Candidates should make sure they are available for the whole day on the 20<sup>th</sup> June.

Candidates should send their application **FAO Hannah Baptist** by email to [hannah@jcccg.co.uk](mailto:hannah@jcccg.co.uk) or by post to:

Jubilee Community Centre  
Charlwoods Road  
East Grinstead  
RH19 2HL

### **Outline of Job Role**

To work alongside the 0-18s Pastor, facilitating the delivery of the 0-18s programmes at JCC; co-ordinating events, communicating with parents and team and ensuring the weekly operation of 0-18s church life is running smoothly and safely.

### **Line Management**

- The successful applicant would report to the 0-18s Pastor, Matt Hoyes, who leads the 0-18s ministry team. They would be accountable to the Elders and Trustees of Jubilee Community Church.

## **0-18s Co-ordinator/Administrator Outline Job Specification**

### **Key Tasks**

- Communication
  - To communicate with team and parents through letter, email, presentation or ChurchSuite,
  - Ability to create and give presentations.
- Planning
  - Construct programmes,
  - Market events,
  - Co-ordinate plans for all 0-18s ministries and events,
  - Room bookings.
- Record keeping
  - Maintain and securely protect accurate records in accordance with GDPR,
  - Budgets, finance, maintain 'critical paths' for all 0-18s,
  - Ensure data collected is complete and sufficient,
  - Assess policy folders and updating as necessary,
  - Maintain volunteer packs and folders,
  - Research potential methods to keep policies online and up to date.
- Leading the Little Stars team and group
  - Build and maintain team,
  - Create termly curriculum and extra-curricular activities i.e. arranging Health Visitors, local businesses, photographers etc...,
  - Weekly communication,
  - Create termly pamphlets,
  - Set up,
  - Co-ordinating volunteers.
- Setting team meeting agendas and minute taking
  - To include feedback and encouragement,
  - Ability to take an overview of coming time periods and work with our 'health and safety' and 'working with young people' policies, to set team meeting agendas.
- Maintaining petty cash records and managing a budget
- Ensure safe team recruitment
  - Work within JCC's safeguarding policy to ensure that team recruitment complies with safeguarding procedure and legislation,
  - Responsible for DBS document checks and administration for 0-18s liaising with our Safeguarding Officer.
- Facilitate team to follow Safe Working guidelines and codes of practices
  - The successful candidate would oversee the 0-18s recruitment process through initial recruiting, interview stage, follow the DBS process and joining a team,
  - Ensure that all new team members are able to understand and comply with Safe Working guidelines,
  - Review and update guidelines and codes of practice as and when necessary,

- Ability to follow GDPR guidelines and ensure 0-18s complies with JCC's GDPR policies.
- Coordinate schools intervention, in particular assembly writing
  - Co-ordinating with local schools,
  - Write assemblies based on themes as requested by local Primary Schools,
  - Communicate with the team of volunteers,
- New Ground administration primarily for Ashburnham 2019
  - Administrative Support,
  - Attendance,
  - Recruitment,
  - Inter-church communication,
  - Planning,
  - Health and Safety.

### **General Staff and Church Engagement**

- Attendance at staff meetings and events
- Staff prayer
- Staff coffee
- Staff training as required
- Committed and engaged in Sunday worship

### **Expected hours – 25 per week**

Working week to include a minimum of 6hrs on a Monday (8-2pm) with the flexibility of occasional Sunday mornings. All other days would be agreed in discussion with staff team.

### **Desirable qualities:**

- Experience with leading and working with volunteers
- Experience in working with kids and young people
- Good communication skills
- A great team player
- A desire to show initiative
- Marketing experience
- Ability to commission artwork
- Event management

### **Necessary skills:**

- Good ICT skills,
- Good attention to detail
- Methodical and thorough approach to work
- High levels of organisation
- Good at juggling tasks and prioritising

### **Salary**

- Staff Scale A, between points 12 and 22 currently £10,419.20 - £13,591.68 for 24 hours per week (Full time equivalent of £16,280 - £21,237)