

## ROLE PROFILE

### Alpha Coordinator

<b>ROLE TITLE:</b>	Alpha Coordinator
<b>LEVEL:</b>	Administrator
<b>LINK TO ORG MAP:</b>	Alpha
<b>LINE MANAGER:</b>	Gareth Dickinson

<b>PURPOSE OF ROLE:</b>	<ol style="list-style-type: none"> <li>1. Facilitate the administration, coordination, and management on-site all aspects of the Alpha Course</li> <li>2. To provide PA support to Gareth Dickinson</li> </ol>
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<b>TASKS &amp; RESPONSIBILITIES:</b>	<p><b>Coordination and Management of Trinity Alpha Course</b></p> <ul style="list-style-type: none"> <li>● To provide administrative support and planning for all aspects of the course including days/weekends away, launch events, and team training sessions.</li> <li>● Recruit, encourage, empower and lead the team of Alpha volunteers.</li> <li>● Deliver training to leaders and helpers.</li> <li>● Oversee the set-up and set-down of the venue each event.</li> <li>● To manage all venue bookings for the course.</li> <li>● To oversee all health and safety aspects of the course.</li> <li>● Manage all purchasing for Alpha.</li> <li>● Liaise with the Catering Manager for all catering needs.</li> <li>● Liaise with the worship team for all worship/AV/Sound needs.</li> <li>● Work with your line manager in selecting and booking Alpha speakers.</li> <li>● Manage all guest registrations or enquiries in a friendly, professional and pastoral manner.</li> <li>● To work with the Creative Media department to ensure all marketing material is designed and produced on time.</li> <li>● Do weekly banking</li> <li>● Plan and administrate the weekends away - registrations, room allocation, set up/down, pub quiz, communion, liaise with the Catering Manager for catering, worship team and the venue, purchasing needs etc. This includes attending the weekend and overseeing the task force team throughout.</li> </ul> <p><b>Administratively Support Gareth Dickinson</b></p> <ul style="list-style-type: none"> <li>● Assist with email and/or telephone communication.</li> <li>● Management of email inbox (filing, flagging).</li> <li>● Management work diary</li> <li>● Production of keynotes/powerpoints</li> <li>● General administrative duties</li> </ul>
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### Trinity Staff Contribution

- Pray, listen to the Holy Spirit, follow the Lord's voice in building His Kingdom and be accountable to others.
- To participate in and regularly attend staff meetings, Sunday celebrations, prayer meetings and other events within the life of the church such as Life Groups.
- To attend weekly staff prayers on a Thursday morning.
- To lead by godly example, in line with Trinity's vision and values.
- Undertake any other duties, as required, that further the overall objectives of the post and ministry of Trinity.
  - Including some evening and weekend work.

### SKILLS, QUALIFICATIONS, COMPETENCE LEVEL:

<b>QUALIFICATIONS/ EDUCATION REQUIRED:</b>	<ul style="list-style-type: none"><li>● A Level, or equivalent (essential)</li><li>● GCSE grade B in English and Maths, or equivalent (essential)</li></ul>
<b>EXPERIENCE/ KNOWLEDGE REQUIRED:</b>	<ul style="list-style-type: none"><li>● Experience working as an administrator or coordinator (essential)</li><li>● Experience of working with volunteers (strongly desirable)</li><li>● Experience working as PA (desirable)</li><li>● A good understanding of the nature and theological alignment of the Evangelical Charismatic church and its mission to advance the Kingdom of God in the world</li><li>● Committed, passionate and prayerful, worshipping lover of Jesus</li><li>● Clear intentional personal rhythms in reading the Bible, prayer life and a hunger to see the Holy Spirit work and overflow in the life of the Church</li></ul>
<b>PARTICULAR SKILLS / COMPETENCIES REQUIRED:</b>	<ul style="list-style-type: none"><li>● Excellent communication skills, verbal and written (essential)</li><li>● Excellent organisation skills (essential)</li><li>● Strong IT skills (essential)</li><li>● Ability to manage your own workload (essential)</li><li>● Creative problem solver (essential)</li><li>● Ability to recruit, lead and encourage teams of volunteers (essential)</li><li>● Be aware of 'Health and Safety' regulations</li><li>● Self motivated and pioneer attributes (desirable)</li><li>● Willingness to learn from others and generosity to give away to others</li></ul>
<b>KEY RELATIONSHIPS:</b>	Gareth Dickinson Alpha Volunteer Team Catering Manager Speakers Operations Team

### ROLE SPECIFICATIONS:

<b>FULL TIME/PART TIME (%):</b>	Part Time
<b>NORMAL PLACE OF EMPLOYMENT:</b>	Trinity Cheltenham Buildings
<b>AUTHORITY TO SPEND (APPROVED):</b>	£tbc

<b>AUTHORITY TO SPEND (UNAPPROVED):</b>	£na
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**CORE HOURS: 15**

Alpha runs on a Thursday night and Staff Prayers is Thursday morning - other hours are flexible and to be discussed at interview (with flexibility across Mon - Thur being preferable).

<b>MON:</b>	<b>TUES:</b>	<b>WED:</b>	<b>THURS:</b>	<b>FRI:</b>	<b>SAT:</b>	<b>SUN:</b>
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Some variation will required at times in the distribution of hours (eg some requirement for evening/weekend work) and/or in location (eg some travel may occasionally be needed). Variation from the norm will be communicated as much as possible in advance. Hours include a hour unpaid lunch break.

<b>OTHER ROLES FOR WHICH THIS ROLE ACTS AS LINE MANAGER:</b>	Alpha Team
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<b>ROLE AGREED WITH LINE MANAGER:</b>	
<b>DATE AGREED WITH LINE MANAGER:</b>	/ /
<b>ROLE AUTHORISED BY PCC:</b>	
<b>DATE AUTHORISED BY PCC:</b>	/ /