

ROLE PROFILE

Life Groups and Welcome Coordinator

ROLE TITLE:	Life Groups and Welcome Coordinator
LEVEL:	Administrator
LINK TO ORG MAP:	Life Groups
LINE MANAGER:	Life Groups Pastor

PURPOSE OF ROLE:	<ol style="list-style-type: none"> 1. Facilitate the coordination, support and development of Trinity Life Groups. 2. Support in the coordination of the Welcome Process.
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TASKS & RESPONSIBILITIES:	<p>Coordination, support and development of Trinity Life Groups (2 days)</p> <ul style="list-style-type: none"> ● Communication with church members wanting to join groups. ● Facilitate communication with and among Life Group Leaders. <ul style="list-style-type: none"> ○ Including encouragement and care of leaders and promotion of Life Groups. ● Lead on the sourcing of and distribution of teaching materials. ● Maintain accurate records of members and leaders including some analysis. ● General administration duties. <ul style="list-style-type: none"> ○ Including liaising with the media team and updating the leaders webpage. ● Event planning, coordination and administration for training evenings or leader socials. ● Support leaders and the Life Groups Pastor as required for Life Groups. <ul style="list-style-type: none"> ○ Particular in relation to wider initiatives such as Summer of Love or prayer walks. <p>Coordination of the Welcome Process (1 day)</p> <ul style="list-style-type: none"> ● Communication with new people joining Trinity. <ul style="list-style-type: none"> ○ Encouraging them to connect with appropriate Life Groups, courses, teams, groups or pastors. ● Ensure accurate records of new people are kept. ● Oversee the running of Welcome Suppers. ● Support in the facilitation of the Connect Newcomers Group. ● Contribute to the vision of the overall welcome process. ● Support the Lead Pastor and Operations Manager as required for Welcome. <p>Trinity Staff Contribution</p> <ul style="list-style-type: none"> ● Pray, listen to the Holy Spirit, follow the Lord's voice in building His
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	<p>Kingdom and be accountable to others.</p> <ul style="list-style-type: none"> ● 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. <ul style="list-style-type: none"> ○ Including some evening and weekend work.
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SKILLS, QUALIFICATIONS, COMPETENCE LEVEL:

QUALIFICATIONS/ EDUCATION REQUIRED:	<ul style="list-style-type: none"> ● A Level, or equivalent (essential) ● GCSE grade B in English and Maths, or equivalent (essential)
EXPERIENCE/ KNOWLEDGE REQUIRED:	<ul style="list-style-type: none"> ● Experience working as an administrator or coordinator (essential) ● Experience of leading small groups (strongly desirable) ● Experience of working with volunteers (strongly desirable) ● 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 ● Committed, passionate and prayerful, worshipping lover of Jesus ● 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
PARTICULAR SKILLS / COMPETENCIES REQUIRED:	<ul style="list-style-type: none"> ● Excellent communication skills, verbal and written (essential) ● Excellent organisation skills (essential) ● Strong IT skills (essential) ● Ability to manage your own workload (essential) ● Creative problem solver (essential) ● Self motivated and pioneer attributes (desirable) ● Willingness to learn from others and generosity to give away to others

KEY RELATIONSHIPS:	Life Groups Pastor Operations Manager
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ROLE SPECIFICATIONS:

FULL TIME/PART TIME (%):	Part Time - 22.5 hours
NORMAL PLACE OF EMPLOYMENT:	Trinity Cheltenham Buildings
AUTHORITY TO SPEND (APPROVED):	£tbc
AUTHORITY TO SPEND (UNAPPROVED):	£na

CORE HOURS: 22.5

MON: 7.5	TUES:	WED: 7.5	THURS: 7.5	FRI:	SAT:	SUN:
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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.

OTHER ROLES FOR WHICH THIS ROLE ACTS AS LINE MANAGER:	n/a
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ROLE AGREED WITH LINE MANAGER:	
DATE AGREED WITH LINE MANAGER:	/ /
ROLE AUTHORISED BY PCC:	
DATE AUTHORISED BY PCC:	/ /