

Application form for the post of P.A & Operational Support Assistance Administrator to the CEO  
Salary: £13.14 per hours // Part-Time 28 hours or Full-Time Post 37 hours a week // Permanent  
PERMANENT. PLUS PENSION CONTRIBUTION, STATUTORY BANK HOLIDAYS & 19 DAYS HOLIDAY FOR PF OR 25 DAYS HOLIDAY FOR FT

## Our Vision

The closing date for applications is 5th July 2024  
Shortlisting will take place on 9th July 2024  
Interviews are scheduled for 16th July 2024

### TO HELP EQUIP CHILDREN & YOUNG PEOPLE TO BECOME INFLUENTIAL FOR GOD IN ALL ARENAS OF LIFE

- Do you believe God has given you the gift of administration?
- Do you feel that you have a gift for operation management and a heart to see things led and structured well?
- Do you want to be part of a team that helps children and young people come to faith in Jesus and live missional shaped lives?
- Do you want to see youth and children workers supported to help churches invite young people to explore faith, mission, and evangelism? Join our expanding northern team and help make a difference!

We are looking for someone who is organized, enjoys producing written documents, has an eye for detail and would love to help us meet our charitable objectives.

**If yes then we like to invite you to consider working with Missional Generation in Leeds.**

You will work alongside our CEO and assist the broader team administration needs as we focus on aiding the growth of youth and children's programs in local churches while maintaining and enhancing our collaborations with national partnerships.

Missional Generation seeks to equip children and young people to live influential lives for God in all arenas of life. We are a charity that is keen to pioneer and use innovation to see young people come to Jesus.

We want to raise up children and young people to fulfil their God-given purposes and to cheer on those who are called to be entrepreneurial and faith-filled leaders. You will be joining a team that is passionate about seeing the church unite across cities and regions particularly in the north, and that seeks to help a generation to reach their communities and see their friends become followers of Jesus.

As the Administrator for Missional Generation, you will use your administrative skills to work alongside the CEO and the wider team. This will be a varied role where you will use your skills to help us in our delivery of strengthening local youth and children's leaders and their work, help us to bring cities together in missional activities and be part of creating innovative youth and children's resources.

We are looking for someone who is organized, enjoys producing written documents, has an eye for detail and would love to help us through their gifting of administration to meet the charitable objectives of 'equipping young people to live influential lives for God in all arenas of life'. Read more about our work via Why We Support churches document.

**This post is subject to an Occupational Requirement that the post holder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010.**

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CHURCHES BY VISITING  
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A GENERATION INTO ACTION  
THROUGH EVENTS AND MISSION

**We  
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WITH YOUTH & CHILDREN'S  
LEADERS

The following information has been put together to help you consider this role within the Missional Generation team. We hope that it will help you to reflect, pray, understand and appreciate the general work content of the post and the role you would play in the charity. The duties and responsibilities highlighted in this Job Profile are a guide to the main responsibilities and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and to work as part of a team helping others within Missional Generation where needed such as events, weekend away and fund-raising events where support assistance and administrator is needed for the CEO.

As a candidate, you will be expected to demonstrate your ability to meet the criteria required for the role by providing evidence in the application form for the purpose of shortlisting.

Please note: This position carries an Occupational Requirement (OR) on the grounds of religion and belief in keeping with current guidance. The post holder must demonstrate an active Christian belief and value system in line with Missional Generation's core objectives and values.

Missional Generation is a member of the Evangelical Alliance and follows the basis of faith that the Evangelical Alliance follow (Basis of faith - Evangelical Alliance (eauk.org)).

### **Missional Generation's core objectives and values**

Missional Generation is rooted in the story of Nehemiah. We see that young people can restore the places and spaces that they occupy. The character and attitude of Nehemiah modelled, taught and encouraged a culture of rebuilding and re-establishing wholeness, security, identity and presence of God within contexts of brokenness and need.

We believe that three foundational truths enable young people to gain fresh perspective on Missional Living. They are that we are formed by God, accepted by Jesus and appointed by the Holy Spirit to live our lives for God. The team at Missional Generation believes that these truths communicate the relevance and importance of living in a relationship with the Trinity.

Missional Generation works with charities and organisations to equip young people to be influential for God in every arena of life. Our work helps the Church strengthen its voice and be at the cutting edge in society. We are convinced that young people can ignite this into action.

We do this in four key ways – we equip, we gather, we resource and we pray. We invest into youth and children's leaders, churches, charities, children and young people to help them to grow in confidence in their own personal faith in Jesus and to live missional-shaped lives, we create innovative resources, we organise local mission residentials and city-wide opportunities for young people. We join with leaders from across denominations and charities to regularly pray, Biblically reflect together and encourage one another. Our heart is to resource youth and children's leaders serving in local contexts to help them to be impactful in sharing faith.

### **MG Worker - Helping churches develop their weekly youth and children's initiatives.**

A few years back, Missional Generation embarked on a journey to amplify our support for churches, aiming to dynamically enhance their weekly youth and children's initiatives. This endeavour led us to hire skilled youth and children leaders, enabling us to offer churches a practical and budget-friendly avenue to foster vibrant youth and children's programs. Our approach is grounded in creativity, aimed at aiding churches in effectively engaging their local communities, facilitating ongoing connections with the younger generation, and nurturing positive ministry rhythms.

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Through our experiences, we've recognised the challenges churches face in the broader context of discussions surrounding youth and children's provision. We are committed to standing by churches as they navigate these challenges, extending our support through cost-effective strategies designed to invigorate both existing and new youth and children's programs. At Missional Generation, we understand the importance of strong, flourishing youth and children's ministries within the local Church and are dedicated to helping churches achieve this goal in practical and innovative ways.

We recognise the increasing need for children and youth provision in churches and in their local communities to see a generation continue to connect to the local Church and enable positive rhythms of ministry to grow. We have seen that this is hard for churches in the wider conversations that explore the need for children and youth provision, and we look to support churches as they seek affordable strategies to strengthen existing or new children and youth provision.

### **Developing innovative and interactive immersive bible and missional digital tools.**

Another vital focus of Missional Generation lies in the development of innovative and digitally interactive Bible study and missional tools. We're enthusiastic about aiding the Church in discovering fresh avenues for utilising our creative and digitally immersive resources, which breathe life into the Scriptures and equip both youth leaders and young individuals with tools to engage in faith-based discussions.

We greatly emphasise the significance of innovation and creativity in youth and children's ministry. Our collaborative ventures with organisations such as New Wine, Thy Kingdom Come, and the Church of Ireland have enabled us to harness the potential of Augmented Reality and Virtual Reality for enhancing spiritual experiences. In addition, we've curated our own AR and VR resources that align with themes like Christmas, the resurrection, and elements that seamlessly integrate with the RE Curriculum.

Witnessing the widespread adoption of these resources across various denominations has been truly exhilarating. They've ignited the imagination of children and young people, fostering a deeper connection with the Bible and a meaningful exploration of the person of Jesus.

### **Main responsibilities of the post:**

- Join the Missional Generation team to empower children and young people for impactful Christian living.
- Create written materials, emails, and communications from CEO's audio discussions.
- Proofread documents and resources.
- Manage communication with partner agencies.
- Take notes and compile action points for MG and CEO's working rhythms.
- Handle diary management.
- Proofread risk assessments, event spreadsheets, and forms from the team.
- Collaborate with external providers and team leaders to plan events.
- Coordinate bookings and be the primary contact for youth and children's gatherings.
- Utilize social media for Missional Generation promotion.
- Proofread youth and children resources created by the CEO.
- Participate in weekly team prayer.
- Oversee income and expenditure for weekly MG costs.
- Log expenses and cross-reference expenditures related to the CEO.
- Track invoices, process payments, and send invoices.
- Budget for central events like MUFIL and Healthy Holidays.
- Monitor monthly and annual donations.
- Upload co-op banking statements and cross-reference expenses.
- Work with Ben each term for meetings with Wyatt and Co. to provide financial information.

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Two black and yellow pill-shaped graphics, one above the other, tilted at an angle.

### Key Personal Attributes

- Leading by example in Godly character, humility and servanthood.
- A relational person who brings people together and builds others up.
- A distinctive witness of Christ who seeks to live out the Gospel in everyday life.
- A prayerful person.
- A team member who is hungry to grow in the knowledge of God's grace, God's Word & God's Spirit.
- Able to listen, understand and bring alternate opinions to help aid puzzle-solving situations.

### Personal Developments

- To actively participate in own training and professional development.
- To be creative and keen to grow in your God-given gifts and unique skills within the role.
- To regularly take time to invest in your own personal faith through prayer, reading the Bible and being part of a community of believers.

### Key Requirements of the Role

- The candidate should possess relevant experience in administrative tasks, including note-taking. The candidate should demonstrate experience in leading effective communication strategies, such as composing newsletters and creating engaging social media posts.
- The candidate should have strong communication skills, both verbally and in written form through emails and WhatsApp app group chats.

### Communications and Relationships

- The candidate must be able to work within a team environment and be a team player, as well as also being able to work independently when necessary.
- The candidate is able to regularly communicate well and clearly with the teams and people they are involved with, be that voluntary or paid positions, in a local church, within the MG team, and with local and national organisations.
- The candidate is able to build good, strong relationships with a hope to see long-lasting relationships made within the teams and people they are involved with, be that voluntary or paid positions, in a local church, within the MG team, and with local and national organisations.
- The candidate has competent IT skills and is able to organise their administrative tasks and produce good quality written material (via emails or reports) that is easy to understand and communicate with the teams and people they are involved with, be that voluntary or paid positions, in a local church, within the MG team, and with local and national organisations.

### Additional items from time to time

- To take part in youth/children work activities in a range of settings with the Missional Generation team when admin supported is needed.
- To be part of a team of leaders who plan Leeds/Bradford-wide mission-focused youth activities, events and residentials.
- To take time to pray, seek wisdom and be guided by God in the development of the youth and children's provision you are delivering.
- To work with Missional Generation to create innovative youth and children's materials and resources and sessions (including but not limited to digital, audio, video and paper-based).

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## General Responsibilities

- Collaborate with the CEO to compose emails and documents.
- Compile information from audio sources and verbal communication.
- Record meeting minutes.
- Prepare risk assessments, schedules, and consent forms for youth and children's events.
- Liaise with Youth and Children's Leaders.
- Manage bookings on Solid Rock booking site.
- Contribute to the development of youth and children's resources/reflections.
- Proofread written resources, emails, and communications for grammar and spelling.
- Make bookings for Bradford Youth Leader prayer gatherings and maintain communication with Bradford Cathedral.
- Draft emails to various partners and organisations.
- Handle social media posting.
- Coordinate with the CEO to ensure accurate diary management.
- Contribute to the administration and organisation of the MUFIL Central gathering.
- Assist in creating proposals for contracts.
- Prepare Memorandums of Understanding and contracts based on agreements with other organisations.
- Review the CEO's emails and follow up on responses in consultation with the CEO.

## Your role will include:

- Producing documents, emails and correspondence from audios and conversations
- Proofreading documents and resources for local and national working agreements / partnerships Sending correspondence to partner agencies
- Diary management
- Minute taking
- Creating risk assessments, spreadsheets for events and forms
- Liaising with external providers and leaders and working with the team to plan the details of events.
- Coordinating bookings and being the point of contact for youth and children's gatherings
- Using social media to share about the work of Missional Generation
- Using your creativity to develop in the role which may involve creating reflections and resources for youth and children's sessions

We'd love you to pray about whether this opportunity is for you. If you would like to find out more, please get in touch to arrange a chat about the role. Please email [Ben@missionalgen.co.uk](mailto:Ben@missionalgen.co.uk)

Download the application by visiting <https://www.missionalgen.co.uk/mg-jobs>

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