

CHURCH
ARMY
.ORG



Missional Youth Church Network Administrator Application Pack

BE THE TRAILBLAZER
ACTIVATE CHANGE
STRENGTHEN LIVES
BUILD COMMUNITIES
EMBRACE THE CHALLENGES
BE THE HELPING HAND
FAITH TAKING ACTION
PURPOSEFUL ACTION
REAL PEOPLE
REAL FAITH
RISK TAKERS

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FROM OUR CEO

I'm delighted that you are interested in the role of MYCN Administrator with Church Army, I hope that as you read through this job pack you get a clearer sense of who we are.

In all our work Church Army seeks to support and empower those most in need in the UK And Ireland. We walk alongside and love those who are struggling, especially the marginalised. We are a mission organisation committed to enabling the transformation of lives and communities in and by the love of God.

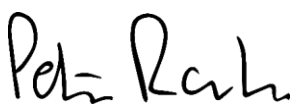
The work of Church Army makes a real difference in people's lives. Every role offers the opportunity contribute to making our vision a reality. The work that you do with Church Army really will make a difference, and we are thankful for every one of our committed and passionate staff. Our GRACEUP values are at the heart of all that we do across Church Army, in our work and in our relationships. They serve as cultural cornerstones, compass points and anchors. In joining Church Army, you will belong to a community of remarkable people who are proud to do what they do. Together we work hard to make sure our team know that they are valued for their contributions and moreover valued for who they are.

This is an exciting time to join us. As we implement our DARE strategy Church Army is growing its frontline work and growing its impact. We are proud to work in some of the toughest communities across the UK and Ireland. Our Centres of Mission, in partnership with Dioceses, are where evangelists live in local communities sharing faith, and empowering And equipping the local church in mission and evangelism. In Marylebone London, we run the biggest women's only hostel and the only 24/7 emergency drop-in centre in the UK. Marylebone empowers women to end their homelessness and live their lives to the full. In Cardiff, we run the Amber Project, which helps young people who battle self-harm, and the Ty Bronna Project, which is a hostel for homeless young people. Elsewhere one of our Projects befriends, serves and supports vulnerable women involved in the sex industry.

It can be challenging work. Church Army is often found where others won't go and doing things that others can't or won't. Yet it is joyful and fulfilling work. We serve in a broad range of settings, with people from all walks of life, and of all faiths and none. I am thrilled and humbled to work for an organisation that does this in God's name and your name.

I hope that you will be inspired and encouraged to want to join our amazing team.

Yours,



Peter Rouch



ROLE OF MYCN ADMINISTRATOR

The Missional Youth Church Network (MYCN) was established out of a desire to see churches grow their ministry to young people and equip, develop and encourage them to be leaders in mission. The bold and exciting vision of the Network is to pioneer and establish missional youth churches, enabling 11-18 year olds to build community and discover faith in Christ. Since April 2019, 25 missional youth churches have been launched. A Learning Community for youth leaders and volunteers has been established. Youth leaders and volunteers come together for training, encouragement, prayer and support as they build for the future. The learning community also runs a young leader stream for emerging young people. Our Explore resource is a 10-session video-based resource that enables local teams to be equipped and prepared to develop a missional youth church. We also offer coaching and consultancy, as we journey together with local missional youth churches.

We are looking for an efficient and competent administrator to join our Missional Youth Church Network (MYCN) Team. In this role you will provide administrative support to the team which includes the team leader. The team is based around England, and we have regular meetings remotely and in person in the Wilson Carlile Centre in Sheffield. The team serves the Missional Youth Church Network across England.

As Administrator, you will support the team leader of MYCN and the team in the administrative tasks of their roles, including booking travel and overseeing diary management. For this you will need to work with team members and other colleagues to manage busy diaries and manage the booking process. You will also create, update and distribute documents and resources; and manage the MYCN website and social media.

The Missional Youth Church Network team is a diverse mix of people, and therefore in this role you will engage with people from all different contexts who have a relationship with us, including those who are interested in finding out about partnership with Church Army. You will enjoy working with people and helping them with enquiries. You need to have excellent communication skills and be able to engage with people well over the phone, email and in person. As supporting the administration of diaries and events is key to this role, you should be someone who has excellent organisation skills and able to work to deadlines. The post holder does need to be comfortable working in a Christian environment and be sympathetic to our vision and values. If you are a gifted administrator who loves working with people and can provide a team with an efficient administrative service, we would love you to apply.

The team currently includes: -

Capt Andy Milne - Team Leader

Angela Brymer - Development Officer - North

Steffen Seiler - Young Leaders Officer

Andy Milne, MCYN Team Leader



JOB DESCRIPTION

Job Title:	MYCN Administrator
Responsible To:	MYCN Team Leader
Relating To:	The MYCN team, Church Army central team, Archbishop of York / Canterbury Missioner, National Church Institutions
Purpose:	To provide an effective administration service to the Missional Youth Church Network Team.
Objectives:	<ol style="list-style-type: none"> 1. Provide administrative support to the MYCN Leader and team. 2. To be responsible for the administration of interview with our partners, and the administration process supporting them. 3. To cover create, update and distribute documents and resources held within the MYCN team. To manage updates to the MYCN website and social media. 4. To administrate in organising and planning events for MYCN more broadly; travelling to support the team administratively at Learning Communities and residential. 5. To be an active member of the Co.Lab Team and of the staff body based at the Wilson Carlile Centre, Sheffield.

RESPONSIBILITIES AND KEY TASKS:

- 1. Provide administrative support to the MYCN Team Leader and team.**
 - 1.1 To assist colleagues in the administration aspects of their roles including booking train travel, claiming expenses and other office administration duties.
 - 1.2 To oversee the diary of the Team Leader booking appointments as required.
 - 1.3 To ensure correspondence in relation to the MYCN team is documented and filed in accordance with GDPR.
 - 1.4 To take minutes of meetings and distribute them in a timely manner.
 - 1.5 To ensure effective communication with other teams at WCC and the MYCN team.
 - 1.6 To undertake routine correspondence and admin duties.

1.7 To respond to general emails and enquiries and pass on to the relevant team member.

2. To be responsible for the administration of interviews with our partners, and the administration process supporting them.

2.1 To support the MYCN Team Leader, Development Officers and Young Leaders Officer with the administration of interview process.

2.2 To liaise with key stakeholders about logistics of events and facilities required.

2.3 To administrate any booking process for events and keep planning groups or steering groups briefed on attendance.

2.4 To deal with any administrative enquiries about MYCN events.

3. To cover create, update and distribute documents and resources held within MYCN. To manage updates to the MYCN website and social media.

3.1 To update and distribute resources, to support the front-line work of the MYCN.

3.2 Manage the MYCN website and social media.

3.3 To cover creating, updating and distributing documents.

3.4 To cover administrative responsibilities for other appropriate projects within Church Army where necessary.

4. To support in the organisation and planning of events for MYCN more broadly; travelling to support the team administratively at Learning Communities and residentials.

4.1 To support the Team Leader and other senior colleagues in the administration of events for MYCN.

4.2 To book venues and send out invitation emails using Eventbrite for Learning Communities and residentials.

4.3 Liaise with speakers and attendees on their bookings for Learning Community days and residentials re dietary requirements, accommodation needs etc.

4.4 To administrate any booking process for events and keep planning groups briefed on attendance.

4.5 To deal with any administrative enquiries about gatherings and events.

4.6 Travel to attend learning communities and residentials to support the team administratively.

5. To be an active member of the Co.Lab Team and of the staff body based at the Wilson Carlile Centre, Sheffield.

5.1 Be an active member of the Co.Lab team, sharing in the life, objectives and shared practices of the team.

5.2 Attend and take part in regular Co.Lab gatherings.

5.3 Whilst working at WCC, share in the general responsibilities of all staff with regard to welcoming visitors, dealing with post, handling phone calls and enquiries as required.

General:

- To undertake any such duties as are commensurate with the post at the direction of the MCYN Team Leader or their senior.
- To be active as a member of the MYCN team, demonstrating and encouraging participation in team meetings and in the overall objectives and life of the team.
- To attend an annual appraisal and regular one to ones with your line manager.
- To undertake any training as required for the role as identified in an appraisal or supervision.
- To adhere to Church Army's contractual and non-contractual policies at all times. These are outlined in the Staff Handbook.
- Act in the best interest of Church Army & MYCN at all times

TRAINING

As a responsible employer we value the importance of professional formation and expect our employees to commit to ongoing training towards fulfilling their roles. We will provide you with the support you need to succeed, including professional training where appropriate, regular 1-2-1s with your line manager and all the support that comes from being part of a national charity and a loving community.

ROLE REQUIREMENTS

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below. All aspects of the person specification will be assessed via the application form, interview and selection process, and within pre-employment check (e.g. references).

Experience, knowledge and qualifications

- Experience of working as an administrator within a team
- Working knowledge of Office programmes and confident using them

Skills and abilities

- Confident using the phone and contacting people
- Good organisational skills
- Able to work to deadlines calmly and with good time
- Able to prioritise tasks
- Strong administration skills

Attributes

- Team Player
- Someone who loves working with young people
- Friendly and approachable
- Strong initiative
- A completer finisher

Desirable

Experience, Knowledge and qualifications

- Experience of diary management for a senior colleague
- Knowledge of Anglican structures
- Event organisation and management

We are looking for a candidate that models the Church Army values in their work and life. You must be in sympathy with the vision & values of Church Army and be willing to represent the organisation in public.

This role may include travel across the country, including being away from home on occasion, and may include working evenings and weekends as required.

OUTLINE TERMS AND CONDITIONS

Location	Wilson Carlile Centre, Sheffield. We are currently trialling a 60/40 arrangement for staff with 60% of contracted hours over the month being done from the office and 40% from home.
Salary	£11,006 per annum (£22,012 per annum FTE)
Hours	18.75 hours per week (part-time), with evening and weekend work occasionally required in order to fulfil the responsibilities of the role. A core team day is a Monday. Full-Time is 37.5 hours per week
Pension	The employee will be assessed under auto-enrolment pension legislation and if eligible, minimum contributions will be made.
Annual Leave	123.75 hours per year, inclusive of bank holidays (247.5 hours inclusive of bank holidays FTE)
Probation Period	6 months
Contract Type	Part Time, Fixed-Term (12 months, with the possibility of further funding)
Notice Period	4 weeks (after probation period)
DBS Requirement	A DBS check is not required for this post. However, all staff are expected to read and comply with Church Army's Safer Ministry Policy.

We also offer our staff:

- Life Assurance cover at 3 x salary
- Access to employee perks scheme through Life Works
- Access to cycle to work scheme
- Free Employee Assistance Programme available to staff 24/7
- Free confidential counselling service

WHAT MAKES US CHURCH ARMY

Our Vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

See our [We Are Church Army](#) video.

Our Values

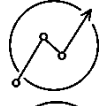
Everything we do is underpinned by our GRACEUP values:



Generous - We believe God is generous and we want to model that generosity to others.



Risk-taking - We have a long heritage as a pioneering movement, taking calculated risks and giving our staff permission to try new things.



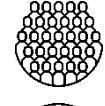
Accountable - We are accountable to God and others, and we want to be reliable and responsible to high professional standards.



Collaborative - We are committed to partnering with others who share our values; we believe collaboration enhances the potential and outcomes of our work.



Expectant - We are hopeful, expecting God to do new things through our frontline work and the Church Army community.



Unconditional - We believe God loves everyone and every person is significant in His eyes. We serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.



Prayerful - We listen to God through prayer, and we want to be obedient to Him. We want to be like Jesus in all we do.



Working with Us

We aspire to see our teams reflect the communities they serve, and to have a diversity of people and views reflected across our organisation. We are a Christian charity working with people of all faiths and none. We ask that our team, where being a Christian is not a requirement, to respect and be sympathetic to our history, work, vision and values.

We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are an equal opportunities employer and we do not discriminate on the basis of any characteristic, including those protected by the Equality Act.

Church Army staff have access to a wide range of benefits, and you can find some of these listed on our [website](#) below our vacancies.



APPLICATION PROCESS

If you would like you to find out any more about the role, please contact Andy Milne (MYCN Team Leader) on andy.milne@churcharmy.org or 07800599148.

To apply, please submit a Church Army Application Form which is available to download from the job advert on our website.

Deadline: 5pm on Monday 1st April 2024

Interview date: Wednesday 10th April 2024, Sheffield

What to expect from our Recruitment Process:

- Upload your completed application form on our website, or email it to recruitment@churcharmy.org
- One of our team will acknowledge your application
- Applications are shortlisted against the person specification
- You will be contacted as to whether you have been invited to interview

Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- Successful completion of a probationary period
- Two satisfactory references, including one faith based

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.

For more information about Church Army please visit: www.churcharmy.org