



ASSEMBLIES OF GOD
GREAT BRITAIN

Thank you for your interest in this exciting position of Church Health Administrator at AoG Inc.

We hope this pack will give you everything you need to inform you and help you make a decision whether this is the right role (and organisation) for you.

In this application pack, you will find more info on the:

- AoG Vision
- Job Description
- Person Specification
- Summary of the main terms & conditions for the role
- How to apply

AoG Incorporated (AoG) is a nationally recognised Pentecostal denomination that has been serving the people of Great Britain since 1924. There are around 500 churches and 900 ministers engaged with AoG. At the core of the AoG is a passionate desire to see God's Kingdom grow through the local church.

We are at an exciting time in our movement as our Leadership team is shaping our vision for the future and we are looking for people to actively support us in achieving this vision.

We hope this pack gives you what you need to decide on your next step, if however you would like an informal discussion about any aspects of the role or if you have any questions about this pack, please contact Hazel Kirkland via hr@aoggb.com

We look forward to hearing from you!



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AoG Vision

Our National Leader, Ps Glyn Barrett set out his vision for AoG as a movement in 2019. He looked at where we have been as a movement, where we are now and where God is taking us.

Below is a brief summary of the vision, along with a visual for the Future:

PAST

- ★ Re-discovering our Pentecostal roots
- ★ An honour culture for our older ministers

PRESENT

- ★ Church growth over the decades
- ★ Instigation of a Health Check
- ★ Re-evaluate where we are

FUTURE

Focus on:

- ★ Leadership Development
- ★ Church health
- ★ Mission



[Click here](#) to read more about what we believe as a movement.



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Role Description

Operations Administrator (Church Health)

Purpose

The key purpose of this role is to support the Church Health Lead in delivering the National Leadership Team vision for Church Health.

The aim of the role is to support the Church Health Lead to inspire all AoG churches to record, track and positively address the health of their church, regardless of size:

Key Tasks and Responsibilities

Admin and Diary Support

- Support the Church Health Lead with all administrative tasks for Church Health programmes including responding to emails.
- Manage the Church Health Lead diary in collaboration with their own PA/EA or team, inputting meetings and ensuring the Church Health Lead has all of the relevant information and documentation where necessary.
- Create, input, collate, analyse and report information, data and metrics for the Church Health Lead when necessary, managing and using all relevant Google Apps and other administrative tools.
- Provide administrative support for all Church Health Team matters (including, but not specifically confined to, agendas, minutes and action point management, online meetings, calendars, Whatsapp group, communicating dates & information).
- Communicate with teams & Leaders, sharing information and gathering data where necessary.
- Attend team meetings where you will be required to take minutes and offer operational support for initiatives and events where applicable.

Events Planning

- Ensure that any Church Health events are communicated within the Office of the General Manager (OGM) and added to central diaries, ensuring that media request forms are used, where media is needed for events or meetings.
- Organise events including venue hire, booking accommodation, arranging hospitality and liaising where required with the wider operations team to ensure a high standard of excellence at all AoG Church Health events.

Budgets and Finance

- Support the Church Health Lead in submitting and finalising annual budget submissions.



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- Assist the Church Health Lead in managing the Church Health budget, reviewing budget spend and reporting back on budget spend as and when required.
- Collate and submit expense forms relating to the Church Health Lead or team, ensuring these are approved by the Church Health Lead.

Cross-Team Support

- Work alongside Operations, Finance and other key Teams in key office activities, including but not restricted to reception duty support, Church Suite input, team & prayer meetings.
- Actively support the week-long National Conference (including attendance at) and other national events, managing the department stand in the exhibition hall and supporting the team over the week.

Support to Churches

- Work alongside churches & ministers to organise meetings, send information and allocate tasks relevant to the church health department initiatives, events and online meetings.
- Help administer support, resources and information available to churches and ministers. Platforms include the AoG website, email communications, social media, podcast and a monthly newsletter.
- Comply with all AoG policies and procedures, including ensuring all records and correspondence are held per AoG's Data Protection Policy.
- Serve and support the annual AoG National Conference and any other Zone / Area Day events when required.
- Attend Chapel services in Manchester during the Missio Dei intensive weeks (7 across the year).

Financial Authorities

Adhere to a set annual budget, ensuring stringent financial controls are kept and AoG processes are strictly followed. All expenditures must be within budget and approved by your Line Manager. May include access and use of a digital credit card and app that will require receipts to be uploaded and assigned to expenses.

Reporting Line

Report to: Church Health Lead, with day-to-dayline management by the Operations Manager



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PERSON SPECIFICATION

Operations Administrator (Church Health)

	CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ● GCSE English ● GCSE Maths 	<p>X</p> <p>X</p>	
Skills, Abilities, Knowledge	<ul style="list-style-type: none"> ● Strong written and verbal communication skills ● Ability to communicate effectively at all levels; good rapport with people of all ages and backgrounds ● Computer literate and proficient in Google Drive & use of Google Docs/Sheets/Forms/Mail ● Experience of using different databases, including extracting, analysing and reporting of data ● Strong organisational and administrative skills ● Ability to work accurately and speedily with a high attention to detail ● Effective time management skills – ability to prioritise work and meet deadlines ● Ability to maintain high levels of confidentiality at all times ● Ability and skills to manage complaints and conflict situations ● Knowledge of GDPR ● Possess a full UK driving licence with access to transport 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>
Experience relevant to the role	<ul style="list-style-type: none"> ● Previous experience in administrative roles ● Previous experience of working within a Christian church context and an understanding of Christian values, culture and beliefs ● Experience of Performance Management Software, such as 	<p>X</p> <p>X</p>	<p>X</p>



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	<p>15:five and task management tools such as Meistertask</p> <ul style="list-style-type: none"> • Experience of ChurchSuite (church database) or equivalent • Experience with Google Chromebook 		<p>X</p> <p>X</p>
Personal Qualities	<ul style="list-style-type: none"> • Approachable • Proactive • Comfortable working alone as well as in a team • Flexible and adaptable • Keen to learn and continuously improve • Comfortable working in a Christian organisation, including attending weekly team prayer meetings, having in-depth discussions with leaders and ministers about church-related issues and challenges 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Commitment to Vision, Values and Beliefs of AoG	<p>Due to the nature of this role and the level of regular interaction with church teams, Christian leaders and ministers on behalf of AoG, we believe that this post is subject to an occupational requirement that the holder be a practising Christian under Part 1 of schedule 9 to the Equality Act 2010.</p>		

The role holder will need to provide evidence of a current right to work in the UK, two satisfactory references and may need to have a standard DBS/Enhanced level DBS (subject to tasks within the role).



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Summary of the Main Terms and Conditions for the Role

Job title	Operations Administrator (Church Health)
Duration of role	Fixed Term 6-9 months (potential to extend up to a year)
Probationary Period	Six months
Ideal start date	November 2024
Location	AoG GB offices in central Manchester
Hours & days of work (per week)	2 days per week (14 hours)
Salary (per annum)	£10,887 per year for 2 days per week (£27,217 per year, full time equivalent)
Annual leave entitlement	Holiday year: 1st July - 30th June 33 days per year (inclusive of Bank Holidays) for full-time employees, this is pro-rated for part-time employees
Pension	AoG Inc. operates a contributory Workplace Pension Scheme into which employees are auto-enrolled (subject to the conditions and eligibility of the scheme).
Required checks (e.g. DBS, References, Right to Work)	2 references Current right to work in the UK * a DBS check may be required, should the nature of the tasks change



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How to Apply

Please send a completed AoG application form to:

hr@aoggb.com

Closing date for applications*: 25th October 2024

** Please note, we encourage all those interested in applying to send in their application as soon as possible and not wait until the closing dates as if the position needs to be filled quickly, we may need to hold the interviews earlier.*

Anticipated interview date(s): W/C 28th October 2024