

Job Vacancy

AREA ADMINISTRATOR



AoG Incorporated (AoG) is a nationally recognised Pentecostal movement that has been serving the people of Great Britain since 1924. 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 are looking for an Area Administrator to join the Operations Team.

Our AoG network is split into 11 different geographical Areas across England, Scotland and Wales. In turn, these Areas are divided into over 30 different Zones. The role holder will provide important and varied administrative support, governance and compliance advice to leaders and church ministers across the AoG Areas and Zones.

This is a highly varied role for someone who is a good communicator with excellent organisation and administrative skills and experience. The ideal candidate will be approachable, self-motivated, flexible and comfortable working in an agile and continuously changing environment. Previous experience of working within a Christian church context and an understanding of Christian values, culture and beliefs is essential for this key role.

Due to the nature of this role and the level of regular interaction with Christian leaders and ministers on behalf of AoG, we believe that this post is subject to an occupational requirement that the holder be a practicing Christian under Part 1 of schedule 9 to the Equality Act 2010.

Please note: We are committed to safer recruitment. Satisfactory references and evidence of the correct permission to work in the UK will be required before the successful applicant could take up the post.

How to apply

For a detailed Application Pack (which includes more about AoG, a Job description and Person specification) and an Application form please visit:

<https://www.aog.org.uk/vacancies>

If you would like to apply, please ensure we receive your completed application form by 2nd October 2020.

Interviews are likely to take place Monday 12th October 2020.

Hours	Full time: 35 hours per week, Monday to Friday
Location	Manchester

H o w t o Apply	Please complete an AoG Application form and return to: hr@aog.org.uk
C l o s i n g Date	Friday 2nd October 2020