



Thank you for your interest in this exciting position of **Area Administrator** at AoG.

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 hr@aog.org.uk.

We look forward to hearing from you!

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

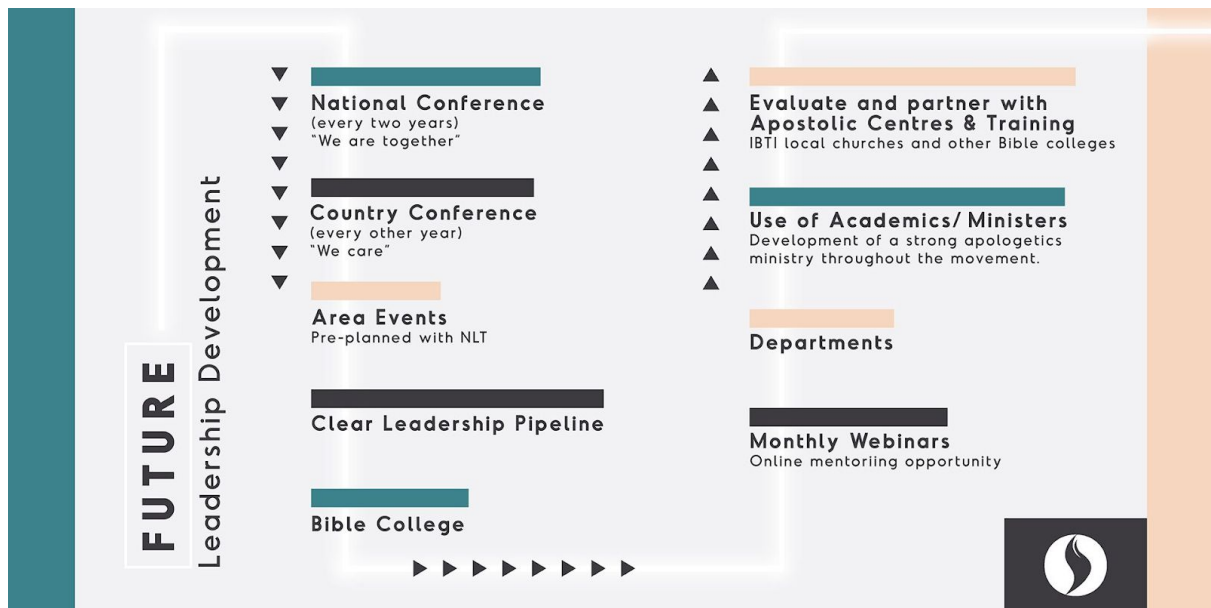


- ★ **PRESENT**
- ★ Church growth over the decades
- ★ Instigation of a Health Check
- ★ Re-evaluate where we are

FUTURE

Focus on:

- ★ Leadership Development
- ★ Church health
- ★ Mission



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

JOB DESCRIPTION - Area Administrator

Purpose

The 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 Area Administrator would be key in providing outward-facing administrative support and governance and compliance advice to leaders and church ministers across all these Areas and Zones.



Key Tasks and Responsibilities

1. Provide administrative support to Country, Area & Zone Leaders, as and when required, as well as supporting local church ministers.
2. Support Areas and Zones by regularly communicating directly with Churches and Ministers. This can involve a wide range of support tasks and activities, from assisting churches applying for AoG Status, reviewing church governance processes, ensuring that annual registration processes, including minister DBS checks, are undertaken in a timely manner, to keeping everyone updated verbally or via e-mail.
3. Proactively manage and respond to all incoming general enquiries from AoG Areas as well as local church Ministers and Churches.
4. Work alongside AoG colleagues and the Operations Team to promptly, efficiently and sensitively deal with complaints and queries involving churches and ministers.
5. Ensure that the AoG national database is kept up-to-date, including coordinating the administration of all individuals and Churches, and analysing and reporting of data from various sources.
6. Communicate Area Leadership Team (ALT) & Zone meeting dates and agendas, with occasional Country and Area meeting attendance.
7. Work collaboratively alongside AoG colleagues on various tasks and project work as and when required.
8. Comply with all AoG policies and procedures, including ensuring AoG records and correspondence are held in accordance with AoG's Data Protection Policy.

Financial Authorities

If required, adhere to a set annual budget, ensuring stringent financial controls are kept and AoG processes strictly followed. All expenditure must be within budget and approved by the relevant manager / director.

Reporting Line

Responsible to: Operational Manager

Responsible for: N/A



PERSON SPECIFICATION - Area Administrator

	CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> GCSE English GCSE Maths 	X X	
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 	X X X X X X	 X X X
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 	X X	



	<ul style="list-style-type: none"> • Experience of Performance Management Software, such as 15:five and task management tools such as Meistertask. • Experience of ChurchSuite (church database) or equivalent • Experience with Google Chromebook 		<p>X</p> <p>X</p> <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 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.</p>		



Summary of the Main Terms and Conditions for the Role

Job title	Area Administrator
Duration of role	Permanent
Probationary Period	Three months
Ideal start date	October 2020
Location	Deva City Office Park, Trinity Way, Manchester M3
Hours & days of work (per week)	Full-time, 35 hours per week, Monday - Friday
Salary (per annum)	Depending on skills & experience, c. £21,749 p.a.
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 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 Right to work in the UK

How to Apply

Please send a completed AoG application form to:

hr@aog.org.uk

Closing date for applications: Friday 2nd October 2020

Anticipated interview date(s): Monday 12th October 2020