

## Job Description

Job Title:	<b>20s to 30s Network Coordinator</b>
Location:	Birmingham City Centre
Responsible to:	Director
Working Hours:	25 -33 hours per month depending upon need and availability
Remuneration:	£8.50ph
Contract Length:	One Year Fixed Term contract, with the option of extending for an additional year

**Job Role:** As 20s to 30s Network Coordinator you would be responsible for building relationships with young professionals (under 35) and developing, implementing & evaluating activities and events for them. You would also offer pastoral support and encouragement, and help work towards the successful delivery of the ChaplaincyPlus Strategic Objectives.

This role is to work with members of two separate networks – City Lights and OneBodyBrum, reporting to and supervised by the ChaplaincyPlus Director.

Due to the nature of the work, in accordance with the Employment Equality (Religion and Belief) Regulations 2003, there is a Genuine Occupational Requirement (GOR) for the post-holder to be an active and practicing Christian.

### **Aims and Objectives**

1. To nurture Christian faith amongst the Birmingham 'City Lights' (young Christian professionals) and 'OneBodyBrum' (Christian 20s and 30s) communities.
2. To connect (and connect *with*) Christians of all denominations in their 20s and 30s by helping facilitate and promote low-key, but regular social gatherings.
3. To meet with to encourage, support and affirm an individual's calling to their profession and business.
4. To commend Jesus to young adults who are not yet Christians and with others to disciple and support those who wish to become Christians.
5. To be aware of new graduates and aid the transition from university to the workplace.
6. To raise up OneBodyBrum and ChaplaincyPlus' profile in Birmingham and on all Social Media platforms, using a variety of content to keep supporters actively engaged.

## **Duties and Responsibilities**

### **Support**

1. To nurture the Christian faith of individuals through planning and delivering a variety of events (incl. prayer & worship sessions), and through 1:1 meetings.
2. To develop relationships amongst 'City Lights' in the professions and business:
  - i. By connecting them with one another
  - ii. By promoting the work of ChaplaincyPlus with this age group
  - iii. Through holding 1:1 meetings with contacts, particularly those new to ChaplaincyPlus.
3. To maintain a small support and focus group of 'City Lights/ OneBodyBrum' to monitor needs and work together to deliver the outcomes of this role.
4. To organise and host meetings and events as appropriate and in line with the strategy which furthers the vision and mission of ChaplaincyPlus amongst younger professionals.
5. To record information on and prepare reports concerning City Lights; e.g. costs, numbers of participants, feedback, etc.

### **Promote**

6. To network with churches, discovering events that are already running for 20s and 30s in the city, and promoting those events to our network.
7. To promote awareness of ChaplaincyPlus amongst national student groups such as UCCF, Agape, Fusion, Navigators, YWAM etc. so that national student networks are aware of its work amongst young professionals in Birmingham.
8. To encourage 'City Lights' to be aware of Christians joining their firm straight from university and, where the firm allows, promote the work of ChaplaincyPlus within firms and university Christian Unions.
9. To develop relationships with HR teams in Birmingham firms so that at the time of graduate intake, material on the work of ChaplaincyPlus amongst 'City Lights' can be made known to new recruits.

### **General**

10. To manage the City Lights budget, keeping within the parameters of authorised spend and to prepare relevant program reports where requested.
11. To respect the confidentiality of information, working to the Data Protection Policy.
12. To attend and support ChaplaincyPlus gatherings and other events, where possible.
13. To take part in team meetings and, where requested, attend the bi monthly Trustee board meetings.
14. To meet regularly with the Director to prioritise duties and responsibilities.

## Person Specification

### 20s to 30s Network Coordinator

Experience of...	Desirable	Essential	Assessment*
Working in a business environment.	✓		App/Int
Supporting others in their faith journey.	✓		App/Int/Ref
Taking a leadership role, inspiring confidence, co-operation and enthusiasm in others.		✓	App/Int
Working in partnership to achieve joint aims.	✓		App/Ref
Planning and organising events or activities.		✓	App/Int/Ref
Using social media.		✓	App/Int
<b>Key Skills &amp; Personal Attributes</b>			
Excellent 'people' skills, with the ability to connect with people of all ages and backgrounds and the ability to build and maintain professional relationships.		✓	App/Ref
Self-starter who is creative, motivated and can work on their own initiative.		✓	App/Int
Good administration and planning and the ability to work as part of a team when required.		✓	App/Int/Ref
The ability and a willingness to contribute to group prayer and discussion.		✓	App/Ref
Excellent communication and interpersonal skills.		✓	App/Int/Ref
Excellent computer skills using Microsoft products.	✓		App/Int
<b>Knowledge &amp; Qualifications</b>			
Education to A level or above, including English and Maths.	✓		App/Ref
Knowledge of the stresses and pressures facing younger people, including the impact on their spiritual walk.		✓	App/Int

A desire to engage in on-going training and personal and spiritual development.		✓	App/Ref
Understanding of the need for professional confidentiality and ability to establish and maintain effective relationships.		✓	App
<b>General</b>			
An active Christian faith to support the Christian ethos of ChaplaincyPlus and uphold its values and also a sensitivity to those of other faiths and those without faith.		✓	App/Ref
The ability to work in a non-judgemental way.		✓	App/Int
Willingness to develop within the job and undergo relevant training.		✓	App/Ref
The post holder must agree to authorise a full enhanced Disclosure and Baring Service (DBS) check.		✓	App/

\* Assessment: This helps define how we are going to assess you:

App = Application Form

Int = Interview day – tasks and questions

Ref = Information requested from your referees