**DTI AND YOUTH NETWORK MINISTRY ASSISTANT**

Job Description

12th OCT 2021

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**Job Title: DTI & YOUTH NETWORK MINISTRY ASSISTANT**

**Purpose: To support the DTI & Youth Network Associate Pastor with administration**

**Reporting to:** DTI & Youth Network Associate Pastor (Ezekiel Rink)

**Terms:** Part time position (0.4 FTE)/fixed 12-month term. This job description should be viewed in conjunction with a contract of employment (for terms of employment)

**Salary:** National Living Wage

**Location:** The normal place of work to be preferred is: 100 Station Parade, Balham High Rd, London, SW12 9AZ or remotely in an agreed location.

## Overall Responsibilities

### Responsibility Area 1

* Support the day-to-day DTI & Youth Network Associate Pastor with the organisation and delivery of his role
  + Keep the DTI & Youth Network Associate Pastor’s diary up to date, liaising with others on arranging meetings
  + Make arrangements for meetings and other events hosted by the DTI & Youth Network Associate Pastor eg DTI Academy, Regional Leaders, one to ones and prayer meetings.
  + Process expenses, mileage invoices and to make any purchases as necessary to support the DTI & Youth Network Associate Pastor.
  + Organise travel arrangements for the DTI & Youth Network Associate Pastor including transport, parking, accommodation, event tickets, visas, insurance etc.
  + Assist in making arrangements for the DTI & Youth Network Associate Pastor’s speaking engagements including transport, accommodation, and honoraria.
  + Respond to correspondence, when necessary, on the behalf of others. This may include correspondence of a pastorally sensitive nature.
  + Create and maintain all records, files and documents, both paper and electronic.
  + Take on new areas of responsibility and oversight at the request of the Line Manager and relinquish others as the team develops and responsibilities change.
  + Attend and actively participate in relevant meetings and training.
  + To recruit volunteer teams from both the local church and from within the family of Vineyard Churches where needed.
  + Assist in research for the DTI & Youth Network Associate Pastor’s talks that he is delivering
  + Be proficient in the use of Microsoft office and google suite or have a desire to learn

### Responsibility Area 2

* Help to organize & implement the delivery & growth of DTI academy, Youth Leaders Network & other initiatives that the DTI & Youth Network Associate Pastor assumes responsibility for the delivery of.
  + Organise and lead the administration required in setting up and running the DTI academy
  + Organise the administration required with the delivery of the Youth Leaders Network
  + Schedule annual DTI events and ensure calendar is synced with VCUKI events calendar
  + Help to develop new initiatives
  + Help to create new content for You Version Bible app
  + Help to find and update youth leaders resources to the DTI website
  + Updating the Youth Leaders Network and database system with new information

### Responsibility Area 3

* Help to organize the areas of responsibility for the DTI & Youth Network Associate Pastor in implementing the DTI event in August 2022
  + Help to communicate roles & responsibilities to people who are coordinating the running of DTI summer event who are line managed by the DTI & Youth Network Associate Pastor
  + Assist the DTI & Youth Network Associate Pastor in completing allocated tasks in prep for DTI summer event

## Occupational Requirement

As this role will require the successful applicant to promote the Christian values of the Vineyard church movement and provide individuals with Christian pastoral support, it is an Occupational Requirement that the successful candidate is a practicing Christian, who regularly attends Sunday church services and can agree with the VCUKI Statement of Faith and Ethos Statement.