

# Training Assistant

## Job Description

January 2022

---

**Job Title:** Training Assistant

**Purpose:** Provide support relating to the position of Director of Training who has oversight of leadership development for the UK and Ireland.

**Reporting to:** Director of Training - Sarah Robertson

**Terms:** Part Time 3 days a week with a fixed term contract until April 2024. This job description should be viewed in conjunction with a contract of employment (for terms of employment).

**Salary:** £22,276 per annum pro rata

**Location:** Remotely or office based preferably in Aberdeen/Hull/Cardiff

### Overall Responsibilities

This role will work in collaboration with the Vineyard Director of Training to oversee the implementation and facilitation of leadership development.

### Primary Responsibilities and Duties

- Calendar management on behalf of the training team alongside speaker invitations and contributor correspondence
- Read, research, organise and route Director of Training's email correspondence to conserve their time.

- 
- Be able to understand, relate and communicate with local, area, regional and national pastors
  - Maintain Director of Training's schedule by planning and scheduling meetings, video conference and travel
  - Attend weekly meetings with the Director of Training and training team to identify administrative tasks
  - Complete individual projects as needed
  - Process expense receipts
  - Understand and uphold Christian values in communication and conversation
  - Pray for those who need prayer
  - Intercessory prayer for the areas of which they have responsibility

#### Other duties:

- Other responsibilities as assigned. In other words, you may be asked to do things that are not specifically stated in your job description. In some circumstances, the needs of the ministry areas may even dictate that you be asked to do things that are unrelated to your primary responsibilities. Your responsibilities will include helping to meet those needs.

### **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.

# TRAINING ASSISTANT

## PERSON SPECIFICATION

ITEM	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS</b>	GCSE Maths & English grade C or above or equivalent. Advanced IT Skills in MS Office.	NVQ 3 or equivalent	Application
<b>SKILLS/ABILITIES</b>		Driving Licence	Application
	Good verbal and written communication skills	Polite telephone manner	Application Interview
	Ability to communicate with senior church leaders and trustees and various professionals	Servant hearted, respectful and professional	Application Interview
	Highly organised, administratively minded and able to work to deadlines with attention to detail.	Able to manage self and be self-motivated, to achieve excellent results and meet deadlines	References
	Excellent multitasking, problem-solving and decision-making skills		Application Interview
	Ability to create and implement systems and procedures		Interview References
<b>WORK EXPERIENCE</b>	Experience of calendar and email management, processing expenses and organising travel and engagements	Experience of organising and prioritising correspondence of others	Application
	Evidence of ability to deal with documents and agreements	Past experience	Application Interview
	Experience of working in a team.	Experience of collaborative teamwork	Application Interview
<b>KNOWLEDGE</b>	The vision, values and ethos of the UK Vineyard Churches and to be able to work within that framework.		Interview
	A working knowledge of basic design principles and programs (e.g. Canva)	Be proficient in design principles and programs.	Interview References
<b>SPECIAL FACTORS RELEVANT TO THE POST (Occupational Requirements)</b>	Ability to work on own initiative as well as part of team. To be able to anticipate challenges in the workplace and be ready to meet them.	Work under pressure	Interview References
	To agree with the Vineyard 'Statement of Faith' and work with those parameters.		Application Interview
	To have a lifestyle that reflects the Christian beliefs and practises of the Vineyard Church.		References
	Knowledge of business and administration and to be able to advise churches on some routine issues relating to Leadership College matters.		References
	Organise meetings and take minutes, displaying utmost confidentiality.		Application
	Emotional resilience in working with challenging behaviours and appropriate attitudes to use of authority and maintaining discipline.		References Interview



**GENERAL INFORMATION**

Display Screen User:	Does this role use a DSE? Yes		
DBS Check Required:	No		
Lone worker:	Yes if working remotely or No if office based		
Date created or amended:	10/03/2022		
Signed by Manager/ Director		Date:	
Signed by Employee		Date:	