



NBA Application Pack

Building Together for God's Kingdom



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Join the Adventure, Join the Team

The Northern Baptist Association is currently transitioning into an association that is relevant for the 21st Century. Since September 2021, we have been on a journey of discerning where God is leading us.

We are now at the exciting point of seeking someone to join our team to bring efficiency, innovation, confidence, and a Christ-centred spirituality to the operation of the NBA's administration and to enable the ministry and mission of the NBA to flourish.

In addition this person will ensure the smooth running of the NBA administration and enabling the mission and ministry of the church to flourish through providing high-quality administrative services to the NBA in general and the Regional Minister(s).

The NBA Trustees (council) have identified four priorities that we aim to focus on in the next season:

- Developing and Investing in Leadership (including CMD, lay leadership)
- Children, Youth and Families
- Mission: Pioneering and Planting
- Communication: with an emphasis on this being a new season

We are seeking someone to work with us on all of these priorities, specifically Communication.

I hope this Application Pack will give you a flavour of who we are as an association and more information about the role.

Rev Hayley Young
Regional Minister: Strategy & Transition



OUR VISION & VALUES

Our Vision is to: Building Together for God's Kingdom

We embrace and engage in this vision by being:

Centred on Mission: recognising God is at work in the world and we have the privilege in partnering with God to see lives and communities transformed by the presence of Jesus Christ.

Creative in Approach: we believe in a creative God and therefore everything we do as an association should reflect God's creativity in doing new things, stepping out of familiar ways and embracing the adventure that God has for us.

Relational at the Core: we seek to be an association that sees God in all people and all places, we are committed to building relationships that offer support, encouragement and challenge.

Spirit-Led in Practice: we seek to rely on God's Spirit and Scripture to inspire and enthuse the structure, governance and prayer life of the association.

Committed to Justice: as God's people we experience a 'holy discontent' that calls us to work for God's justice in our communities, churches, region and world.

Seeking Well-being: we seek for our association and churches to be a place where people can experience a place of listening, encouraging and guiding in all stages of their mission and ministry.

In this season of the life of the NBA we are prioritising:

- Developing and Investing in Leadership (including CMD, lay leadership)
- Children, Youth and Families
- Mission: Pioneering and Planting
- Communication: with an emphasis on this being a new season

ADMINISTRATOR JOB DESCRIPTION

Title: Association Administrator

Responsible to: Regional Minister: Strategy and Transition

Pay: £21,000

Hours: Approx. 20 hours a week over four days: which is a mix of hours during the working week (daytime) and evening meetings. (normally up to 12 evening meetings a year, with up to 3 Saturday Awaydays within the year).

Start date: To be negotiated with the successful candidate (ideally September 2022).

Role Purpose: To bring efficiency, innovation, confidence, and a Christ-centred spirituality to the operation of the NBA's administration and to enable the ministry and mission of the NBA to flourish.

Ensure the smooth running of the NBA administration and enable the mission and ministry of the church to flourish through providing high-quality administrative services to the NBA in general and the Regional Minister(s).

Key Tasks and Responsibilities:

- Be the first point of contact for enquiries to the Association, via phone and email. Receiving and delivering post, offering advice and information, and responding to all with appropriate sensitivity
- Undertake administrative support for the Regional Minister(s), the wider Association Team and Council
- To have good organisational skills including the ability to prioritise workload.

This includes:

- Promoting and administering events across the Association
- Administration of Ministerial Recognition Procedures
- Undertaking DBS checks as an approved DBS Verifier & maintain database
- Administrative support of Home Mission
- Dealing with the administration of various meetings especially the regular Trustees, Team and Working Groups, including taking minutes and distributing them in a timely manner.
- NBA Data Protection Officer
- Liaising with relevant BUGB staff and updating the database
- Compilation of Reports & Accounts for meeting
- Admin and Diary support for the Regional Team

- Being the Communication Lead for the NBA (including digital communication)

This includes:

- Maintaining and overseeing the Association's website
 - Regular communication with the Association churches and ministers
 - Maintaining and creating content for the Social Media presence
 - Creating publicity
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- Give attention to personal development

This includes:

- Supporting lifelong learning through appropriate training and coaching
 - Attendance at suitable training events / courses
 - Attendance at own Personal Development meeting
 - Development of best practice for self and volunteers
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- Undertake any other work within the job role as requested by the Moderator, Regional Minister(s) or the Association Team

ADMINISTRATOR PERSON SPECIFICATION

Communication: Ability to communicate effectively and appropriately at different levels both verbally (including an excellent telephone manner) and in writing with a range of different people and organisations.

Time management: Excellent organisational and time management skills; ability to prioritise workload while being flexible and adaptable.

Thinking: Ability to think innovatively and independently and a willingness to problem-solve creatively and show initiative.

Teamwork: Ability to work co-operatively and flexibly with others

Relationships: Ability to create, maintain and develop effective working relationships

Working under pressure: Ability to work methodically and thoroughly under pressure

Tact, diplomacy, confidentiality and pastoral sensitivity when liaising with staff, churches, volunteers, ministers and others

Ability and creativity in relation to design of materials such as social media, adverts, web site.

Attention to detail and accuracy

Willingness to learn on the job and develop new skills

Excellent administrative skills including ability to manage a number of projects simultaneously

Good working knowledge of Office 365 software including Word, Excel, Outlook, PowerPoint and Publisher.

Knowledge of Wix for our website would be helpful but not essential.

An ongoing commitment to your own spiritual growth

The Northern Baptist Association is a Christian charity and as such, it is an occupational requirement that the holder of this post is a committed Christian and in sympathy with the Baptist Declaration of Principle.

HOW TO APPLY

To apply please send your CV and a covering letter addressing what excites you about and how you think your gifts will enable you in this role to hayley@thenba.org.uk

Please include in your covering letter or CV the contact details of two people you are happy for us to contact for a reference (one of these should be your most recent or current employer).

For a full job description and details of the application procedure please visit the website: <https://www.thenba.org.uk/joinin>

For more information you can contact Rev Hayley Young via email hayley@thenba.org.uk

Deadline for applications: Friday 8th July at 9am

Date of interviews: Wednesday 20th or Friday 22nd July between 10am-4pm (in person)



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