

**Title:** Association Administrator (Home based)

**Responsible to:** Regional Minister: Strategy and Transition

**Pay:** £12,480 (actual salary)

**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.

**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
- Being the Communication Lead for the NBA including digital

Previous experience of working within Baptist Churches/Associations would be advantageous. Although the majority of the time you will be expected to work from home there will also be in person meetings that you will be expected to attend.

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.

**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](mailto: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](mailto:hayley@thenba.org.uk)

**Deadline for applications:** Friday 8<sup>th</sup> July at 9am

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