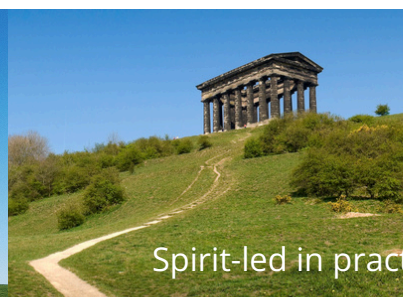


Building Together for God's Kingdom

ASSOCIATION ADMINISTRATOR JOB APPLICATION PACK



creative in approach



Spirit-led in practice



relational at the core



committed to justice



pioneering



seeking well-being



churches and missional communities



The Northern Baptist Association seeks to appoint a team member who will bring innovation, confidence and a commitment to excellence in administration, underpinned by a Christ-centred spirituality, enabling the NBA's ministry and mission to flourish.

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

Revd Linda Donaldson & Revd Johnny Pozzo

Regional Minister: Co-Team Leaders



The NBA is one of thirteen Associations working across the Baptist Union of Great Britain. We serve over 50 churches and missional communities throughout the region.

We are passionate to see God's Kingdom come in power to touch people's lives and shape our society.

We engage together in developing, encouraging and supporting churches to be creative in mission, and facilitating effective ministries.

thenba.org.uk



OUR VISION

Building Together for God's Kingdom

We embrace and engage in this vision through our values, 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.

These values and priorities link into the Baptists Together vision of 'Growing Healthy Churches in relationship with God's Mission.' The NBA is committed to supporting Baptists Together and working with those in national roles to build together for God's Kingdom.



ASSOCIATION ADMINISTRATOR JOB DESCRIPTION

Role Title: Association Administrator (Home based)

Line Manager: Regional Minister, Team Leader.

Pay: £11,519 (actual salary).

Hours: 15 hours/week, delivered flexibly.

The postholder will be based at their own home and be provided with a laptop computer and mobile phone. The role requires a degree of flexibility in working hours and times, including 5 evenings and 1-2 Saturdays for AGM/ Association days. We believe that a flexible working pattern is possible for the role, subject to your ability to adapt as needed to meet Association requirements.

Annual leave and statutory bank holidays are granted pro rata.
The NBA office is closed between Christmas and New Year - time taken off during this period is not deducted from annual leave entitlement.

Start date: Ideally Dec 26/ Jan 27

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 through providing high-quality administrative services to the NBA in general and the Regional Team.

To be the primary interface with the churches in the Association for administrative matters, and to ensure the Associations' website and social media platforms are up to date and relevant.

Reporting to the Regional Minister: Co-Team Leaders of the Association and working with the Association Moderator and Treasurer, the postholder will need to make decisions regarding administration matters and will be expected to take initiative to ensure the administration operates efficiently and resources are used effectively.

KEY TASKS AND RESPONSIBILITIES:

To work as directed by the Regional Minister: Co-Team Leaders and the Board of Trustees to ensure that the following tasks are achieved:

- **Be the first point of contact for enquiries to the Association, via phone and email. Offering advice and information and responding to all with appropriate sensitivity.**
- **Undertake administrative support for the Regional Ministry Team.**

This includes:

- Promoting and administering events across the Association.
- The administration of Ministerial Recognition Procedures using the shared BU database system.
- Undertaking DBS checks as an approved DBS Verifier and maintaining the ministers' database.
- Co-ordination with NBA Safeguarding Lead in organising safeguarding training including liaising with venues.
- The administration of Home Mission Grant Applications.
- Supporting the administration of Home Mission Giving and Subscriptions.
- Attending and administering Team meetings.
- NBA Data Controller.
- Liaising with relevant BUGB staff and updating the BU database.
- Maintain the NBA diary & diary support to the Staff Team.

- **Develop & maintain effective channels of communication and publicity.**

This includes:

- Maintaining and overseeing the Association's website.
- Developing/maintaining the NBA's social media presence.
- Production of publicity material using Canva software.
- Regular communication with the Association churches and ministers.
- Maintaining accurate contact details of people within Association churches and link organisations.

- **Administrate the regular Trustees meetings and reports:**

This includes:

- Liaising with the Staff Team and Trustees.
- Producing, collating, and distributing relevant papers (e.g., agenda, minutes, application forms and references)
- Compilation of reports and accounts for AGM.
- Administration of AGM/Association Days and Ministers Conferences
- Attending Trustees meetings as minute-taker
- Arranging venues for Trustees Away Day and co-ordinating with the hosts.

- **Financial Administration:**

This includes:

- Online banking including the processing of expenses, invoices and grants.

- **Acting as Company Secretary for the Association, the administrator ensures compliance with company and charity law and oversees the associated administrative responsibilities.**

This includes:

- The preparation and timely completion of annual returns forms to both Companies House and the Charity Commission.
- Updating both bodies when changes occur within the Board of Directors.

- **Give attention to personal development.**

This includes:

- Supporting lifelong learning through appropriate training and coaching.
- Attendance at suitable training events/courses.
- Development of best practices for self and volunteers.

- **Undertake any other work as directed by the Regional Team.**

PERSON SPECIFICATION

Knowledge, Experience and Skills required

Essential

- A good general education to A level or equivalent, with GCSEs in English Language and Maths.
- Ability to communicate in writing and verbally sensitive and positive to staff, churches, trustees, Association teams and professional advisors.
- Excellent organisational and time management skills; ability to prioritise workload while being flexible and adaptable.
- 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.
- Excellent administrative skills including the ability to manage several projects simultaneously.
- Excellent working knowledge of Office 365 software including Word & Excel.
- Ability and creativity in the design of materials such as posters, service booklets, and websites.
- A working knowledge of, and ability to engage creatively and imaginatively with various social media platforms.
- Be committed to the ethos, aims and working practices of the NBA and BUGB.
- In Consultation with the Regional Ministers or Moderator, can troubleshoot and resolve problems.

Desirable

- Relevant office experience.
- A working knowledge of Baptist Structures.
- Knowledge of WIX for the NBA website.
- Knowledge of Dynamo and Mix which are both part of the Office 365 suite.
- An understanding of charity and company law.
- Experience in Human Resources Management.
- Experience in setting up and maintaining websites.
- Experience working with voluntary bodies.

Flexibility Statement

This Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. It is intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the job holder.

Appraisal

The post holder will be expected to participate in a Staff Performance Appraisal and Training Programme, in consultation with the line Manager. The yearly appraisal will be undertaken by the Line Manager and an NBA Trustee.



HOW TO APPLY

If you would like to be considered for this role, please apply in writing, detailing the qualities, experience and skills you think you would bring to this role; you may also include a CV.

Please send your completed application to: Revd Linda Donaldson,
linda@thenba.org.uk

We welcome any conversation with you before your application if you feel this would be helpful to understand the role or your suitability for it.

To talk to us, please contact either:

Revd Linda Donaldson: 07736938417 or Revd Johnny Pozzo: 07752010098.

The closing date for applications is Sunday 15 November 2026

Shortlisting & Interviews

Shortlisting will take place during the week commencing 16th November and interviews will take place at an Association Baptist Church.

More information

The Northern Baptist Association is part of the Baptist Union of Great Britain, which is a denominational body for more than 2000 churches, associations and colleges across England and Wales. We expect the postholder to be able to demonstrate an understanding of and commitment to the Christian ethos and values of our organisation.

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.



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Northern Baptist Association



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