

ONE Opportunity (District Young Leader) Administrator

ONE Opportunity is a circuit and district-based discipleship scheme for young people supported by the Regional Forums of the Methodist Learning Network.

ONE Opportunity offers a young person (aged 16-23 years) a 3-hour paid role for one year to enable them to participate in and develop a project, using their gifts and talents, within their own church or circuit to help in its life and mission. There will be three residential weekends in the year when ONE Opportunity workers will gather together in the district for learning, reflection and discipleship activities as well as fun and friendship.

JOB DESCRIPTION

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| Job Title: | ONE Opportunity (District Young Leader) Administrator |
| Lay Employee in the | Northampton District |
| Location: | Based at Home |
| Responsible to: | The Lay Employee will be employed by the Northampton District and will be under the supervision of an appointed supervisor from within the District. |
| Purpose and Objectives: | To provide administrative support to the team responsible for ONE Opportunity (District Young Leader) in the Northampton District. This will include the development of documentation, advertising, administering the process of recruitment of young people into the scheme, enabling communication between the scheme, its members and the churches within the Northampton District and associated leadership. |

Main Responsibilities

- **Working with the Northampton District team, Regional Learning Network Team and the associated ONE Opportunity (District Young Leader) team to deliver the ONE Opportunity (District Young Leader) programme.**
- **Team meetings**
 - Attend team meetings at an agreed time and location in the district.
 - Act as secretary for the meetings, capturing minutes and actions, and distributing to the team.
 - Coordinate suitable times, dates and venues for meetings through email / telephone.

- **Facilitating the Promotion of the Scheme**
 - Produce material to update the districts web pages, and update documents posted as required.
 - Send out mailings / emails to youth workers, churches and circuit staff as required.
 - Maintain a contact database for the program.
 - Arrange opportunities for participants and team members to speak/share.
 - Collate and summarise reports from the projects.
 - Circulate updates to stakeholders.
- **Facilitate the Recruitment Process**
 - Assist in the creation and maintenance of host packs and information material regarding the project.
 - Update/post relevant documents to district and individual circuit & church websites.
 - Act as a coordinator for interested parties, contacting the team, maintaining a database and sending out host packs as requested.
 - Co-ordinate visits for the Mentors to potential applicants, their churches and potential project managers.
 - Collate completed applications, distributing to the team.
 - Create a contact database of applicants, and those in the project connected to them.
 - Develop report proformas for the ONE Opportunity (District Young Leader) members, mentors and their line managers.
 - Arrange a suitable interview venue and coordinate with the shortlisted applicants.
 - Create and send out interview paperwork.
 - Send out letters to candidates, ministers, project leaders, parents with results.
 - Organise visits for those unsuccessful to offer further guidance.
- **Facilitate Training Days / Weekends**
 - Generate costings/availabilities for possible venues.
 - Book venues, arrange for deposits and fees to be paid.
 - Assist with creation of preparation and training materials, including directions and details of the accommodation.
 - Send out above electronically or otherwise.
 - Create and send out health and safety forms, for parents to sign, and collate the responses.
 - Communicate with regard to dietary need, and inform the venue.

- Assist participants with arranging transport, sharing lifts, directions etc.
- Sending out / receiving and collating expenses and coordinate with district admin teams for payment.
- **General Administration**
 - Maintain diary to ensure the team prepare for funding cycle bids.
 - Send out reminders for quarterly feedback.
 - Develop and track the budget with the team.
 - Check and where necessary respond to emails each weekday to ensure effective communication in the team.
 - Maintain a personal timesheet, to log hours and actions. This will be used to allow for the flexible working conditions expected.
- Any other duties and responsibilities, identified by the team as are within your capabilities and level of responsibility, in order to meet the needs of the project.

Terms and conditions

- Terms of appointment: Fixed term until 31 August 2021
- The salary will be £9.14 per hour for an average of 7 hours per week. This salary is in line with the rates of pay for a living wage and recommended by the Methodist Conference for Lay Employees. This is reviewed by the connexion on an annual basis.
- Provision of accommodation: The employee is expected to work from home, or a suitable alternate venue. This is not provided by the project.
- A small budget is available for provision of office equipment, laptop, office software, printer, if required, alongside access to equipment available in the local circuit.
- A car is not deemed essential, as the role is largely home based. It is, however, anticipated that the applicant will attend team meetings, which may take place anywhere within the district. It would be an advantage if transport were available for this purpose, or willingness to use public transport in order to attend. If it is necessary, and agreed, for you to use your own car for your work you and the vehicle should be appropriately licensed and insured and you will be paid the allowance prescribed by the Methodist church. This is currently 45p per mile.
- Normal working pattern: The role is expected to require an average of 7 hours per week. It is, however, anticipated that this will be concentrated around the preparation for the scheme, in Feb-May, the recruitment process in June, and then around each weekend and quarterly reporting times. This may necessitate much longer hours during these periods. Flexibility to accommodate this is essential, but the specific times of day / and days worked remains largely in the control of the applicant assuming daily email contact during weekdays can be maintained.
- The lay employee will be expected, if not already completed, to attend the Safeguarding Foundation module and the 1 day Leadership module.

- Due to the nature of communications in the scheme with those potentially as young as 16, the appointment will be subject to a satisfactory enhanced disclosure by the Disclosure and Barring Service.
- All reasonable agreed expenses will be reimbursed and a small budget is available for agreed training
- At least one day free of responsibilities each week.
- 25 days annual leave (pro- rata for part time workers) plus public holidays.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.

Management

- The Lay Employee will have a line manager whose responsibilities will be to:
 - Become familiar with the work of the Lay Employee.
 - Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.
 - Determine priorities for the work.
 - Prepare a personal development plan with the lay employee.
 - Ensure good communications between all the 'stakeholders' (groups and networks) involved.
 - Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
 - Act as a "sounding board" to the Lay Employee.
 - Ensure that the Lay Employee receives suitable pastoral support.