

# Street Pastor's Administrator Job Description



## **Main Purpose:**

*To support the work of the Street Pastor's Co-ordinator and take responsibility for the co-ordination of the Street Pastors' rotas, supplies and communication needs.*

**Conditions:** 10 hours per month – flexible,

**Remuneration:** £1200 p.a. (£10 per hour)

**Location :** Home based

## **Main Duties:**

- To present a positive image of all we are and do as a Christian organisation serving our community.
- To organise and manage the rota for the Leamington Street Pastor's and Leamington Prayer Pastor's
- To maintain the Leamington Spa street pastor's database of volunteers, trustees, and partners.
- To communicate with Street Pastor's and others on behalf of the Trustees
- To oversee and ensure all street pastor's have up to date DBS checks and manage the process of checking new volunteers.
- Support & advise the volunteers who handle the rota, finances, consumables & website.
- To conduct all activities within the spirit of Street Pastors and the Christian faith.
- Attend 6 weekly Street Pastor's trustee meetings to report on the ongoing work of Street Pastor's

## **Person Specification**

### **Essential**

- To be in sympathy with the Ascension Trust's mission, goals and values.
- IT Skills – competent in working with MS Office, Word, Outlook, Excel and Powerpoint
- Good communication skills to deliver information to a diverse audience, e.g. An ability to write clear letters, emails, newsletters and reports.
- Enthusiastic and self-motivated. Able to use own initiative.

### **Desirable**

- A practicing Christian who subscribes to the Ascension Trust's mission, goals and values and who is in accountable relationships within a local church.
- An ability to identify problems and create solutions
- Experience of and involvement in social action programmes
- Understanding and respect of different church traditions.

**Application deadline: Wed 1st May 12.00 noon**

**CV and Covering Letter to Adam Tams – Chair of Trustees at [adam@stpl.org.uk](mailto:adam@stpl.org.uk)**

**You are welcome to call Adam for an informal chat about details on 07871 816 699.**

**Interviews are due to be held on Saturday 11th May 2019.**