

REVELATION CHURCH



LEAD Training Administrator Relational Mission Training (Revelation Church London)

Time: 14 hours per week (part time, permanent contract)

Salary: £20-22k pro rata (subject to experience)

Role Summary

We are looking for a part time Training Administrator who will administrate the LEAD training course. LEAD is Relational Mission Training's 2-year foundational leadership course for Christians in any area of leadership: church, workplace or community. The Training Administrator will be working alongside the Course Manager and RM Training Coordinator to ensure the smooth and effective functioning of LEAD and will be responsible for the administrative and practical aspects of the course. The successful candidate will have the hugely rewarding opportunity of playing their part in seeing more Christian leaders equipped and strengthened in their areas of leadership.

For context: The RM Training Coordinator (Stef Liston) is responsible for overseeing all of RM Training (including the LEAD, ID and Shepherd courses) and has direct responsibility for leading the LEAD course. The LEAD Course Manager (Dan Hayter) helps the RM Training Coordinator to implement, deliver and develop the LEAD course. The Course Manager works closely with and line-manages the Training Administrator.

Key Responsibilities

- **Communications** – managing the LEAD email account. Responding to queries from current and prospective students. Forwarding relevant queries to Course Manager and/or RM Training Coordinator. Sending out communications to students from the Course Manager or Training Coordinator. Assisting the Course Manager in planning and delivering promotional material for the course. Working alongside the Course Manager and Training Coordinator to ensure the course curriculum is kept up-to-date.
- **Applications** – Processing student applications and inputting details accurately into the student database. Maintaining the student database and keeping it up to date. Issuing and tracking invoices for student fees in liaison with the finance manager.
- **Coordinating the training bases** – Being the central point of contact for our three training bases (Norwich, Cambridge, Tunbridge Wells). Booking in the training days with the relevant bases. Discussing booking prices and venue staff/volunteers required. Liaising with the bases to ensure they have relevant information concerning the training days (e.g. student numbers, dietary requirements) and the capacity to run the practical aspects of the training days (such as PA, refreshments, flipcharts). Communicating any speakers' requirements to the bases. Finding new venues and bases, if necessary. Booking venues for any one-off training days (e.g. July London day).
- **Course Administration** – Liaising with and booking speakers for training days as required by the course manager or course director. Requesting and submitting speakers' expenses for payment. Ensuring any speakers' fees are paid promptly. Providing key information for students' mentors. Communicating student details to their huddle leaders. Managing students on the LEAD teachable.com website, allocating them to their chosen remote modules and ensuring they have access to the correct modules at the right time. Being present on occasion at some of the training days (at least 2 days in August bank holiday weekend, and at least 1 other day at each of the February and May training weekends).

Key Skills

- Excellence in organisational and administrative skills with proven experience
- A self-starter able to work on own initiative, to identify problems and find solutions quickly

- Attention to detail and methodical approach to work
- A flexible approach to work
- Able to prioritise competing demands
- Excellent communication skills, both written and verbal
- IT literate with Microsoft Office packages (e.g. Word, Excel, PowerPoint)

Hours of work

14 hours per week.

Note that occasional evening and weekend work will be required.

Salary: £20-22k pro rata (depending on experience)

- Permanent Contract with a 3-month probation period
- Reports to LEAD Course Manager

Holidays

13 days paid holiday

Location

There is no geographical requirement for this role, and the role can be done flexibly or from home. However, the role holder may need to travel to London, Norwich, Tunbridge Wells or Cambridge on occasion.

Occupational Requirement

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010. The role holder is expected to be devoted to Christ and His Church, with an understanding and experience of who and what the Church is (as found in scripture).

Start date: October/November 2021

To apply for the post

Closing date: Applications close on 3rd October at midnight. Interviews for the role are due to take place shortly after that date.

Please send an up-to-date CV and cover letter (giving addresses of two referees – one personal and one professional) via email to dan.hayter@wearelifechurch.uk.

For any further information about the roles or the application process, please do not hesitate to contact Dan Hayter on the above email address.