



Role Title:	Aldershot Church Life Co-ordinator (Maternity cover)
Office Location:	Emmaus Rd Aldershot
Days and Hours of Work:	Term Time contract, 1.5 Days per week
Contract duration:	1 November 2024- 30 November 2025
Reporting to:	Aldershot Town Pastor

Role Overview

Emmaus Rd is a vibrant and growing church family with congregations currently in three towns (Aldershot, Guildford and Woking).

The overall purpose of the Aldershot Church Life Co-ordinator is to support the administration and logistics of the life of Emmaus Rd Aldershot.

Key Responsibilities

1. Supporting with the 'onboarding' of newcomers into the life of the church. This will include:
 - Processing newcomers as they fill in Connect forms
 - Facilitating people joining Collectives, liaising with them and Collective Leaders and processing associated admin
 - Facilitating people joining the various teams in the church, liaising with them and team leaders and processing associated admin
2. Supporting with various church life administration tasks. This will include:
 - Creating and sending the weekly church email
 - Assisting team leaders in developing rotas and other associated admin
 - Managing the ChurchSuite database for ER Aldershot, including ensuring records for Collectives, teams, membership are up to date; and managing event pages and content for the website and ChurchSuite app.
 - Supporting Jo Emmet with management of outreach project administration
 - Supporting with the administration of buildings bookings and use
3. Supporting with the planning, administration, logistics and delivery of various church activities and events. This will include:
 - Supporting in the planning, administration, logistics and execution of various events throughout the year including Alpha, the Marriage Course, Welcome Course among others.

- Playing an active role in the development of church life activities as we seek to live out the values of Play, Pray and Obey.
4. Acting as a link between the Aldershot team and the central operations team. This will include:
- Liaising with the central comms team and designer to create creative content for advertising etc.
 - Liaising with the finance team around budgets, payments etc.
 - Supporting the Aldershot Town Pastor with other regional ops tasks.
5. Take responsibility for the Aldershot prayer room:
- Recruiting and managing a team to run the prayer weeks and ongoing access to the prayer room
 - Developing themes and focus for the prayer room in response to the direction and prayer focus of the church
- Other role details**
- Attend ER local and regional staff meetings and retreat days where possible.

The Individual – skills, experience, attitudes

- Passion for Jesus and a deep personal commitment to the life, health and culture of the church.
- Prayerful, relational and sacrificial, in line with our core values of '*Pray, Play and Obey*'.
- Flexible, servant hearted.
- A natural team player, able to build, lead and inspire teams as well as work well within teams.
- High levels of emotional intelligence.
- A problem-solver.
- Works well under pressure.
- Energised by big vision.
- Strong communicator, able to engage effectively with groups and people at all levels both across the Emmaus Rd family and externally.

Occupational Requirement: This post has an occupational requirement for the holder to be a Christian, and to be in full sympathy with the aims and ethos of Emmaus Rd's vision and mission.

Right to Work: You must have the right to work in the UK. Emmaus Rd will not be able to obtain a work visa on your behalf.