



AMBASSADORS FOOTBALL GB - Job Description

Global Mission: To communicate the good news of Jesus to all people through football.

GB Vision: Ambassadors Football's vision is to serve the local church, inspiring and equipping it to build Christ-centred relationships through football.

Values:

We demonstrate an authentic Christian faith
We exhibit a spirit of innovation
We work in teams

Whilst serving with excellence and partnership with local churches in their community outreach.

What we do: Invest in Churches; invest in people; share Jesus through football

Job Title: PA to the CEO/Operations Support

Hours & FTE Equivalent: 7-35 hrs/week - voluntary or paid position. Please ask for more information.

Location: Working from home but within reasonable distance from an AFGB office (ideally Morecambe)

Report to: CEO

Key Responsibilities:

- Directly report to National Director GB, supporting the development of new & existing initiatives to achieve AFGB Mission and Vision.
- Support the CEO in his role, organising the calendar, making purchases, meetings, booking transport, attending meetings to take notes/minutes. Implementing matters arising from those minutes as necessary.
- Organising the storage of documents within the shared staff drive for AFGB. .
- Build a personal support team which will provide prayer and financial support through Ministry Partner Development (MPD) each month (see below) - applicable to full and part-time staff.
- Support administrative functions for all Ambassadors offices nationwide, ensuring smooth daily operations of resources and equipment.
- Assisting other departments where possible in the arranging of meetings, scheduling calendars and other administrative tasks.
- Support the work of AFGB by keeping the database of staff and volunteer qualifications up to date.

Ministry Partner Development:

- Ministry Partner Development (MPD) is the ongoing development of relationships made by workers with friends and family in order to generate prayer, financial support and encouragement.

- MPD is vital and important to us at Ambassadors Football. We expect all team members to develop, build and maintain a Ministry Partner Team around them to support them in their mission.
- All Ambassadors Football Team members will be required to attend MPD Training and for the first 6 months MPD will be expected to take up approximately ½ of work time as you look to meet an agreed MPD target.

Duties:

- Support staff members with regards to the contact database and church relationships.
- Help implement policies and procedures for the office where the CEO is based.
- Represent Ambassadors Football at appropriate local events.
- Work as part of a team ensuring best practice at all times.
- Support Ambassadors Football's Christian mission and values.
- Be aware of and act in accordance with Ambassadors Football's best practice, policies & procedures.
- Relate to church leaders and community leaders in a positive way to develop our programmes effectively.
- Demonstrate Christian values in all aspects of the work.
- Attend weekly team meetings and Management Team meetings.
- Regularly lead devotions and prayer at team meetings.
- Assist in any other reasonable way to help Ambassadors Football fulfil its objectives.

Dimensions and limits of authority:

Individual to be a front line member of Ambassadors Football GB representing scripture beliefs and value.

Will be required to sometimes travel and work outside office hours (events, conferences, etc)

Essential / Desirable Skill Set:

Essential	Desirable
Proven track record of Christian character and spiritual leadership in working successfully with a team	Experience in working in a management or operations role, preferably within a charity
People Management and leadership experience	Experience in public speaking (testimony) and/or leading small group discussions with biblical themes
Strong Communication Skills	Biblical knowledge & understanding of Scripture
Team Player - Willing to support the whole organisation	Working IT proficiencies including Microsoft and Google Tools
Effective planner and well organised with the ability to work under pressure	A servant heart with a passion for young people and a desire to share the Gospel
Business and charity sector understanding	Ability to work independently and take initiative
Strategic thinker, planner, able to grasp new ideas and see through implementation	Able to drive and hold a valid UK driving licence