PROGRAM COORDINATOR: A-TEAMS

AUDACIOUS FOUNDATION

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AUDACIOUS FOUNDATION

INTRODUCTION

Hello!

We are delighted that you are interested in joining our team.

This info pack will help you understand more about the Church, the role, and what it's like being part of our staff team.

We are intentionally enthusiastic, expressing outwardly what God has done inwardly and passionate about seeing lives and communities transformed. We are authentically relational, building real, honest connections that make church feel like family.

We are unusually generous, going above and beyond in kindness, honour, and service. We are fiercely determined, committed to living courageously and pursuing everything God has called us to with grit and faith. And we are seriously fun, busy creating the enjoyable, life-giving church we've always wanted to belong to.

Thank you for taking the time to consider applying for this role. We look forward to seeing lives changed together and creating great memories along the way.



GLYN & SOPHIA BARRETT

SENIOR PASTORS

THE ORGANISATION

Who we are and what we do

Our journey began with Pastors Glyn and Sophia Barrett and a small team of great people. This team had spent many years together running a youth conference called !Audacious in the UK. The team loved God and were !Audacious in nature; which means they were (and still are) passionate about building the church of their dreams.

After relocating from around the UK, they met in a lounge room in Manchester. Armed with cups of tea and a whiteboard, they designed a church they would want to go to; one that was creative, exciting, enthusiastic and pioneering. One where people could meet and discover the amazing person of Jesus, this radical man who came to turn things on their head, who challenged religious leaders and preached love above all things. The man who had changed all of their lives.

A few more white-board-late-night- all-hands-on-deck weeks later and !Audacious Church was born. From its bold beginnings in a small Mancunian backstreet warehouse with 50 people in 2007, it quickly grew from one morning service to five services every Sunday (a necessary step just to fit everyone in!). In 2012 !Audacious Church moved into its current 1,000-seater building and is now a multi-generation, multi-location church of thousands.

As well as our Central Manchester congregation, we now do Church in North Manchester, South Manchester, Chester, Cardiff, Sheffield and Geneva with more campuses and locations coming soon.

!Audacious is now a living, breathing community of Christians passionate about being authentic, bold disciples of Jesus who want to display the supernatural God.

The team continues to run events, including an international leadership summit to equip church leaders, a youth weekend and kids camps alongside weekly Sunday services and thriving ministries. Bringing the dynamic sound of the in-house band, !Audacious Worship travels across the globe on YouTube, Spotify and Apple Music.

THE ORGANISATION

Being on staff at !Audacious Foundation means a commitment to building the church by living out our purpose, vision and culture on a daily basis. Are you keen to belong to a team who are building the Church everyday?

Where We're Going: Our Vision
Our vision is to see communities impacted, lives transformed and generations empowered. Delivering projects that guide people on a journey from crisis to flourishing.

Why We Exist: Our Purpose
To build better futures by providing practical solutions to societal challenges faced by the most vulnerable. Fostering intentional relationships with business, government and third sector organisations that positively influence the growth of a stronger society.

Who We Are: Our Distinctive Culture & Behaviours
These are standards - things that can be applied and measured.

Seriously fun—we don't take ourselves too seriously. We create memories, and we are committed to enjoying ourselves rather than just enduring.

Intentionally enthusiastic - we express outwardly what God has done inwardly.

Unusually generous - we surprise and excel in honour, hospitality, kindness and generous acts.

Authentically relational - we pursue life-giving relationships, understanding we are designed for connection and joint purpose.

Fiercely determined - we have grit and resolve in all we do. We are not limited by the scale of the task or the obstacles we face. We think of solutions, not problems.

Our goal is that every employee and team member is placed in a role that helps the Foundation outwork the above vision, and purpose whilst embracing these values.

ABOUT THE ROLE

Title of position	Program Coordinator: A-Teams
Line Manager	Program Director
Work Manager	Program Director
!Audacious Leadership Band	2
Contract Type	15 hours Part Time, flexible working hours
Working days (inc. any remote working agreement)	Tuesday, Thursday
Holidays	12 days plus bank holidays, birthday day off and ex-gratia holidays at Christmas time.
Core Working Relationships	Foundation Program Director + Foundation & Mission Teams
Sunday Role	No
Time in Lieu	This will be given for events and when agreed in advance

While !Audacious Foundation is an equal opportunity employer, a Genuine Occupational Requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010.

An enhanced or basic DBS disclosure will be required for all staff.

ABOUT THE ROLE

Role Synopsis

This key role is responsible for overseeing all aspects of the A-Teams program supporting the Foundation's Homeless outreach work. This includes all drop-ins & street teams activities.

Key Responsibilities

- Delivery and development of weekly drop-in (Community Cafe) sessions and street teams.
- Managing A-Teams budgets
- Regular training and onboarding of new volunteers
- Coordinating team/volunteers for the delivery of activities - ensuring adequate staffing at all times
- Recording required data and providing monthly/quarterly program reports
- Assist with any A-Teams-related reports required by funders
- Maintaining up-to-date and compliant records on CRM for clients and volunteers
- Attend and contribute to staff and team meetings
- Complete both weekly & quarterly 15five reviews, working with Program Director to establish and agree on clear OKR's & KPI's.
- Working as part of the wider Foundation team, contributing to any 'whole team' projects
- (eg. Christmas Big Give).

OKR's and KPI's

Unless an overall OKR is role-specific and set over an entire year, these will be set in conjunction between the line manager/employee and recorded on 15five termly.

The following indicators will be used to define the success and fruit of the role. The percentages/metrics and increases will be set annually and termly.

Program Delivery & Volunteer Management

- Session Consistency: Ensure weekly programmes are delivered, maintaining zero service gaps due to understaffing.
- Volunteer Retention & Onboarding: Successfully onboard and train a target number of new volunteers per quarter (e.g., 5–10) to maintain a healthy volunteer pipeline.
- Rota Completion: Publish volunteer schedules and staffing updates at least 2 weeks in advance to ensure predictable, adequate team coverage.

Finance & Data Administration

- Budget Variance: Maintain total A-Teams expenditure within < 5% variance of the allocated quarterly budget.
- CRM Data Accuracy: Ensure 100% of client interactions, volunteer details, and incident records are logged accurately on the CRM.
- Reporting Timeliness: Submit all monthly/quarterly internal program reports and funder-related documentation by the agreed deadlines.

POSITION REQUIREMENTS

	Essential	Desirable	Tested By
Experience working in a charity setting		✓	
Food hygiene qualifications		✓	
Experience in working with vulnerable people		✓	
Right to work in the UK			A
Ability to drive	✓		A, I
Experience in recruiting, onboarding, training, and coordinating volunteers.		✓	A, I, R
Excellent interpersonal skills with the ability to communicate effectively with staff, volunteers, funders, and vulnerable service users	✓		A, I, R
Excellent communication skills, including fluency in English	✓		A, I
A clear commitment to the Christan Faith and agreement with !Audacious Church statement of faith			A, I
Able to identify and be committed to the vision, purpose and mission of !Audacious Church and Foundation	✓		A, I
Regular commitment and participation in the life of !Audacious Church	✓		A, I

AUDACIOUS FOUNDATION

A = Application pack, I, = Interview, R= References

BENEFITS

In this section, we list the benefits that form our employment package

PENSION

Our pension provision is with Creative Pension Trust. Your total monthly contribution is 10% (5% from you and 5% from us).

CAR PARKING

Car parking is provided free of charge at all times. Please park within the marked bays and register your car if necessary when you enter the site.
!Audacious Church does not manage the car park; therefore, if you are fined for not parking in line with our regulations, we may be unable to intervene on your behalf.

MOBILE PHONES

Where you require a mobile for Foundation use, we will make a contribution towards the cost of your personal mobile phone contract. If, for any reason, this isn't suitable for you, please talk to your line manager to see if there is an alternative solution.

When driving on company business, please ensure that you comply with the regulations regarding mobile phones, including not answering calls, etc. Personal calls to mobile phones during work time should be limited where possible.

GIFTS

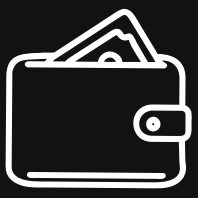
We will give you a gift on your birthday and for other significant occasions (Weddings, Birth of children, Significant anniversaries.)

EAP SCHEME

Your well-being is super important to us. The EAP scheme is a confidential helpline and app where you can access financial, legal, health and wellbeing advice and counselling and CBT for you and your family members.

BENEFITS

In this section, we list the benefits that form our employment package.



COMPETITIVE SALARY

Our salaries are competitive for the sector.



BIRTHDAY DAY OFF

We believe no one should work on thier birthday...or for a day around their birthday, so we give you a day off on us to enjoy the things you love doing!



LONG SERVICE LEAVE

Once you have been on staff for 10 years, we will gift you paid time off to rest, refresh and enjoy a well deserved break. After this intial 10 year period, this happens again at year 15, 20 and so on. You could go on a long holiday or undertake some learning; it's your choice, and it's on us!



TRAINING AND DEVELOPMENT

All Staff have numerous learning opportunities through out the year by conference attendance, staff meetings and forming personal development plans.

WHO WE'RE LOOKING FOR



General Responsibilities

As an employee, you must endeavour to bring positive momentum. Committing to being a cultural architect of the vision and values of !Audacious Church and the Foundation. This is done by working in a manner that reflects and reinforces our cultural values and living as a disciple of Jesus.

a. Devoting the whole of your time, attention and skill during normal business hours, and at other times as reasonably necessary, to your duties.

b. Faithfully and diligently perform the duties and exercise the powers consistent with your position as assigned to you.

c. Comply with all lawful directions given to you by any person duly authorised from time to time;

e. At all times, act to a high standard of professional behaviour; following our code of conduct, the guidelines in our staff handbook and in our statement of faith.

g. Grow in relationships with people in the church's life by being an active member of a life group and take full responsibility and ownership of the church by contributing to a team.

h. Contribute to Sundays and all major !Audacious Church events by your presence, participation and promotion of these.

j. Actively invest in Personal Development

Character and Personal Qualifications

Being a staff member of ! Audacious Church/Foundation, the following are necessary:

a. A growing relationship and commitment to Jesus Christ; producing ongoing life-giving revelation.

b. Total commitment to the vision and leadership of !Audacious Foundation and Church, realising we build influence one person at a time.

c. Confidentiality.

d. Ability to work under pressure and remain calm.

e. Ability to meet deadlines.

f. Ability to communicate effectively with all levels of the team, members of and the general public.

WHO WE'RE LOOKING FOR



Safeguarding and Health & Safety

a. Have an awareness of procedures that are in line with !Audacious Foundations Safeguarding and Health & Safety policies.

b. Take all practical steps to ensure personal safety and the safety of others.

c. Show a commitment to best practices, including writing and following risk assessments in relation to your role, staff role and volunteers.

d. Ensure that the personal work environment is safe and that safety equipment is used when required.

e. Understand and fulfil statutory requirements as an employee to report hazards and incidents or accidents to their line manager.

f. Undertake training in health and safety as required, including training in Risk management, 1st Aid and Basic Life Support.

Ongoing Vision

!Audacious Foundation exists to serve the community and make a difference, providing practical solutions to the challenges faced by the most vulnerable.
Our vision is to see communities impacted, lives transformed, and generations empowered.
With the support of our dedicated volunteers, we deliver a range of projects designed to guide people on their journey from crisis to flourishing

Anyone accepting a staff role must understand that "ongoing change" will always be a part of this charity and, therefore, must be flexible, open to challenge and willing to move and grow with that ongoing vision.