EA TO MCR CAMPUS PASTOR

AUDACIOUS CHURCH

CONTENTS

03 Introduction

04 The Organisation

06 About the Role

08 Position Requirements

09 Benefits

10 Who we are looking for

AUDACIOUS CHURCH

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 its like being on our staff team.

We are fearlessly devoted to our vision of seeing our local communities transformed and fiercely determined to help one another be courageous in life.

We are authentically relational, meaning you can expect to find many honest, not artificial, people here. And we are seriously fun, so we're busy creating the enjoyable type of church we've always wanted to belong to.

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



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 Church 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?

Our Purpose:
To display the supernatural God.
Hearing the inaudible
Seeing the invisible
Believing the incredible
Doing the impossible

Our Vision:
A church that makes a statement.
Growing and grounded in timeless truth for this generation and the next.

Our Culture: How we do things

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.

ABOUT THE ROLE

Title of position	EA to MCR Campus Pastor
Job Category (Spine / HQ / Campus Etc)	Campus based
Line Manager	EA/PA Department Lead
Work Manager	MCR Campus Pastors
!Audacious Leadership Band	1
Contract Type	Part time, 3 days per week (22.5 hours)
Working hours & days (inc. any remote working agreement)	Weekdays
Holidays	12 days plus public holidays
Core Working Relationships	MCR Campus Pastors, MCR Campus Team, Location Pastors, EA/PAs to Senior Team, EA/PA Department Lead
Sunday Role	No
Time in Lieu	For conferences and extra events

ABOUT THE ROLE

Role Synopsis

The role of the Executive Assistant (EA) is to release the MCR Campus Pastors into their core ministry by providing high-level strategic support in all areas of their life. At all times, representing them with professionalism and discretion and appropriately managing sensitive and confidential information.

Key Responsibilities

Please note that this role involves a wide range of support. The following key tasks and responsibilities are indicative rather than definitive.

Office Duties
- Be available to assist the MCR Campus pastors during their time in the office.
- Arrange hospitality for the MCR Campus pastors and for their meetings on weekdays if required.

Administration & Coordination
- Schedule, review, prioritise, and respond to emails; organise documents; maintain records; and perform any other administrative tasks that support the MCR campus pastors in their core role.
- Act as the main point of contact for the MCR campus pastors.
- Draft responses and act as a professional gatekeeper to protect the MCR campus pastors' time
- Liaise with other teams, e.g., MCR campus teams and location pastors, to ensure smooth flow of communication to and from MCR campus pastors

MCR Campus Pastor's Emails
- Monitor and manage the MCR campus' email accounts.

Diary Management
- Take ownership of the MCR campus pastor's diaries
- Manage and coordinate the diary, liaising with any other relevant administrative contacts/teams.
- Ensure there is sufficient preparation time for each scheduled meeting/event/lecture and that all the necessary teams are informed of the details.
- Offer advice on plans to ensure they are in line with the MCR campus pastors' key objectives.

Meetings
- Propose and schedule all meetings required for the MCR campus pastor's roles, as well as with key external relationships/church leaders
- Prepare agendas, reports, presentations, and briefing notes as needed.
- Arrange and oversee all meetings led by the MCR campus pastors, coordinating logistics.
- Take meeting minutes as required, distribute them promptly, and track action items.
- Proactively ensure the MCR campus pastors are able to plan and prepare for all internal and external speaking engagements.

ABOUT THE ROLE

Key Responsibilities (cont.)

Travel & Events / Conferences

- Act as the key liaison with the various organisations and churches that invite the MCR campus pastors to visit and speak.
- Oversee all aspects of travel relating to speaking engagements, events, and conferences. Included, but not limited to, diary management, overseeing trip finances, scheduling travel and accommodation, preaching preparation, itinerary creation, flight check-in, visas and transfers, and required media.

Guests hosted by MCR Campus Pastors

- Liaise with guests and their teams, providing hospitality to visiting ministers, speakers, and leaders hosted midweek by the MCR Campus Pastors

Key Events overseen by MCR Campus Pastors

- Support the MCR Campus Pastors in organising and running key events and providing hospitality as needed.

Filming

- Liaise with the media team to arrange filming requests, both internal and external, for the MCR Campus Pastors, supporting them during filming and recording.

Finances

- Be the budget manager for budgets relating to the MCR campus pastors
- Create a new budget proposal for the above !Audacious budgets each year as required
- Credit card reconciliation for your own credit cards and on behalf of the MCR Campus Pastors

Stakeholder Liaison

- Act as the first point of contact for internal and external stakeholders.
- Ensure timely and effective communication with key stakeholders for this role. This will include regularly scheduled meetings with the following:
  - MCR campus pastors
  - EA/PA's to the Senior Team

Training

- Fully participate in regular staff and any other team meetings as and when required.
- Engage in regular assistant training meetings and actively participate in 1-2-1s with your line manager.
- campus pastors are able to plan and prepare for all internal and external speaking engagements.

POSITION REQUIREMENTS

Qualifications and Experience	Essential	Desirable	Tested By
Education to degree level		✓	A
Right to Work in the UK	✓		A, I
Abilty to drive and access to own vehicle		✓	A
Team leadership skills	✓		A, I, R
Strong written and oral communication skills	✓		A, I, R
Financial acumen		✓	A, I
High Emotional intelligence	✓		A, I
Excellence with modern work place solutions: Google Suite, Microsoft 365	✓		A, I
Strong administrative gift and skillset	✓		A, I
A clear commitment to the Christan Faith and agreement with !Audacious Church statement of faith	✓		A, I
Regular commitment and participation in the life of !Audacious Church at a senior leadership band level	✓		A, I
Deep understanding of !Audacious Church Culture	✓		A, I

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 Church 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 belive no one should work on thier birthday...or for a day around there 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 rest. After this intial 10 year break, this happens again at year 15, 20 and so on. you could go on a long holiday, undertake some learning, its your choice, and its 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 bring positive momentum by committing to being a cultural architect of the purpose, vision and values of !Audacious Church by:

a. Devoting all your time, attention and skill during normal business hours and at other times as reasonably necessary to your duties.
b. Faithfully and diligently performing the duties and exercise the powers consistent with your position as assigned to you.
c. Complying 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 cultural values and behaviours that are a mark of these values.
g. Grow in relationships with people in the church's life by being an active member of a small group and taking 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.
j. Actively invest in Personal Development

Character and Personal Qualifications

Being a staff member of !Audacious Church, 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 Church, realising we build influence one person at a time
e. Confidentiality.
f. Ability to work under pressure and remain calm.
g. Ability to meet deadlines (may involve working outside normal hours).
h. Ability to communicate effectively with all levels of the team, members of the congregation and the general public.

WHO WE'RE LOOKING FOR



Safeguarding and Health & Safety

a. Have an awareness of the procedure in line with !Audacious Church's Safeguarding and health and safety policy.
b. Take all practical steps to ensure personal safety and the safety of others.
c. Show a commitment to best practice, 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, incidents or accidents to supervisors.
f. Undertake training in health and safety as required, including training in Risk management, 1st Aid and Basic Life Support.

Ongoing Vision

!Audacious Church, with its vision to build a church that makes a statement, growing and grounded in the timeless truth, and by pursuing our purpose of displaying our supernatural God, means you will be working in a growing, changing organisation. Anyone accepting a staff role must understand that "ongoing change" will always be a part of this Church, and therefore, must be flexible, open to challenge and willing to move and grow with that ongoing vision.

Position Requirements

While !Audacious Church 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.