



**URBAN
SAINTS**

Camps

Coordinator

Information Pack

November 2021

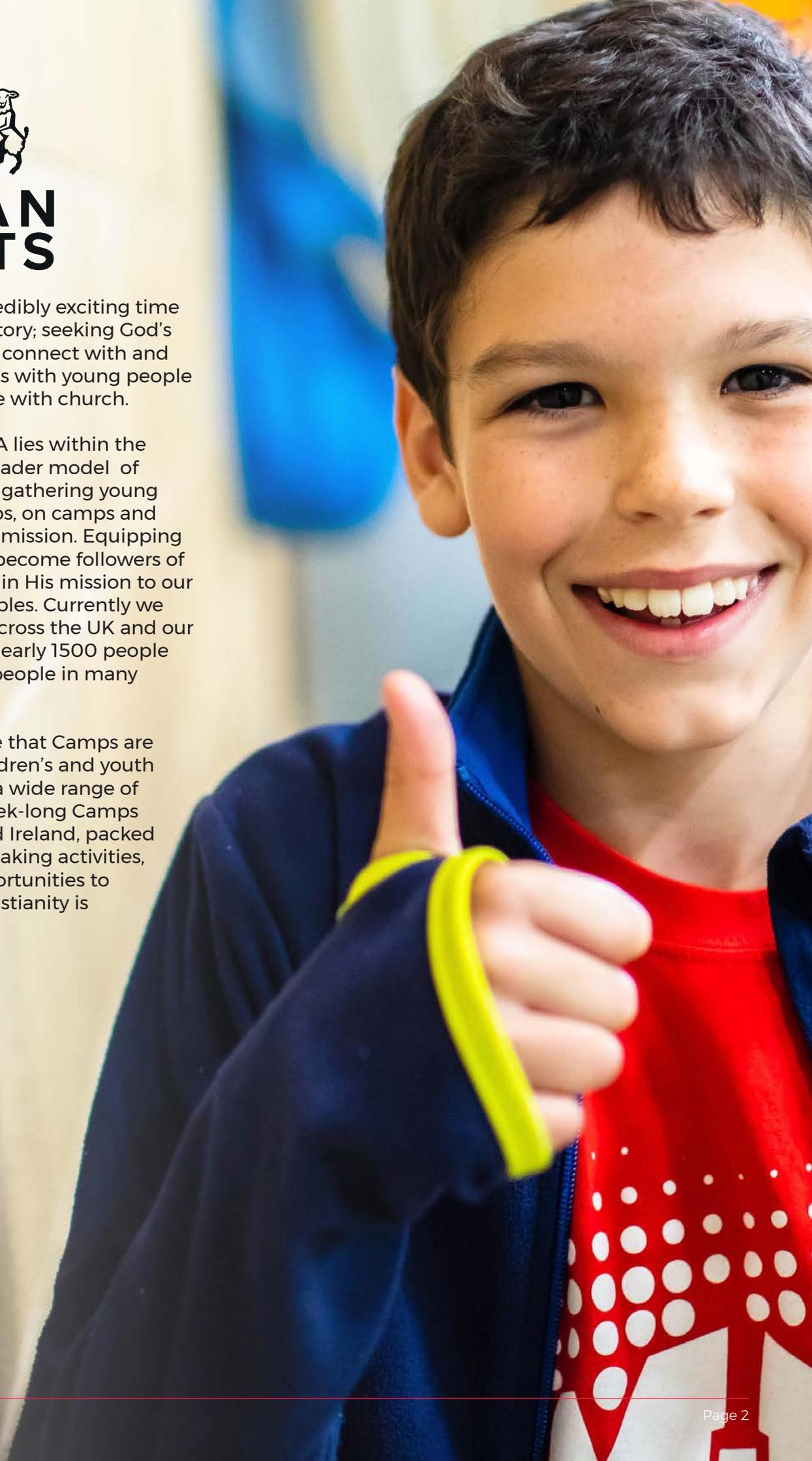


URBAN SAINTS

We are at an incredibly exciting time in our 115 year history; seeking God's vision for how we connect with and build relationships with young people who don't engage with church.

Urban Saints' DNA lies within the 120-year-old, Crusader model of volunteer leaders gathering young people into groups, on camps and through overseas mission. Equipping young people to become followers of Jesus and joining in His mission to our world as His disciples. Currently we serve 75 groups across the UK and our resources equip nearly 1500 people who lead young people in many different settings.

We also recognise that Camps are a vital part of children's and youth ministry. We run a wide range of weekend and week-long Camps across the UK and Ireland, packed full of memory-making activities, plus brilliant opportunities to explore what Christianity is all about.



The Role

Overall Purpose of the Role

Within Urban Saints, we run a UK-based Camps programme. This role will:

- provide administrative support to the Camps ministry area, including communications with Camps Volunteers and Leaders.
- support the implementation of improvements across the Camps programme.
- help deliver marketing materials that raise the profile of Urban Saints Camps.

Key Responsibilities

- Providing administrative support to the Impact Team Leader: Camps (e.g. updating websites, Mailchimp emails and general administration tasks).
- Communicating with Camps Leaders to provide and obtain key documentation before and after Camps run, including developing and maintaining an efficient way of managing this process.
- Supporting the delivery of the marketing materials and promotional activities for Camps – including creating content for social media across the year.
- Assisting with the implementation of improvements across the Camps programme.
- Administering the Camps Bursary Fund.

Other

- Contribute to the team, communicating openly, being proactive and working as a positive, engaged team member.
- Ensuring the opportunity for the inclusion of all young people on Urban Saints' Camps.
- Support and develop evaluation and monitoring methods – to ensure that Camps run in line with policies and best practices.
- Attend all relevant staff meetings.

(The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and level of the post.)



The Person

We are looking for someone with a passion for providing excellent administrative support combined with a creative outlook. The successful candidate must also have a desire to deliver an outstanding service to all Volunteers involved in Urban Saints Camps.

You will be able to demonstrate the following:

Skills and Abilities

- Good literacy and numeracy skills.
- Ability to solve problems creatively.
- Familiarity with or experience using Canva (or other simple design software).
- Good written and oral communication skills including confident, customer- friendly telephone manner.
- Good interpersonal skills.
- Organised, self-motivated, reliable.
- Very good administration skills.
- Working knowledge of website administration and social media scheduling software.
- Flexible; willing to learn and develop within the role.
- Use of MS Office suite, Google drive and email programmes (e.g. Mailchimp).
- Strong attention to detail.

Knowledge and Experience

- Working in administration or a process-driven environment.
- Proof-reading, document writing and editing.
- Working in a customer-focused environment.
- Experience working with and/or looking after Volunteers.

Qualifications

- GCSE English and Maths (or equivalent).

Desirable:

- Experience running or coordinating camps or other residential activities
- Experience of youth and children's work.
- Knowledge of applicable legislation, including Safeguarding, Health and Safety, GDPR, Inclusion of young people
- Experience of administering online booking systems.

Christian Ethos

Given that the organisation is seeking to live out a Biblical lifestyle following Jesus, there is an occupational requirement under Part 1 of Schedule 9 to the Equality Act 2010 that the applicant must be a committed Christian with an active faith.



Benefits

- 25 days (pro-rata) holiday plus eight days bank holidays.
- Pension scheme – we contribute 6% of gross salary to the Urban Saints pension scheme.
- Life assurance – you will receive life assurance cover to the value of four times your annual pensionable salary.
- Flexible working – we offer flexible working arrangements to optimise work/life balance.
- Volunteering days – you will have an opportunity to volunteer for one of our events or a similar charity of choice for up to eight days (pro-rata).

Terms and Conditions

Salary Range:	Up to £22,500 p/a (pro-rata) depending on experience.
Contract:	Permanent, starting as soon as possible.
Hours:	Part time (18 hours a week)
Location:	Hybrid with 70% time based in Luton office initially.
Responsible to:	Impact Team Leader - Camps

How to Apply

To apply for this role send an email to recruitment@urbansaints.org with:

- your CV
- a completed Recruitment Monitoring Form (*available at urbansaints.org/jobs*)
- a covering letter which includes the following:
 - *Please tell us why you are applying for this role and why you think you are the best person for the role.*
 - *Please outline how your skills, knowledge and experience meet the requirements of the job description. You may draw on past employment and/ or out of work activities.*
 - *How are you seeking to live out your Christian faith at home, work, church and in your social life?*

The closing date for applications is Sunday 5th December 2021.

Please note that applications will be reviewed upon receipt and applicants may be invited to interview before the closing date. We may therefore appoint before the closing date depending on applications received.