

Friends International Centre Team Leader Job Description

The FI Staff Worker generic job description (pages 2-5) forms the basis for this Job Description. In addition the following applies to the role of Centre Team Leader:

Job Purpose: to lead the Friends International work and team in a particular centre.

Key Work Areas

- a) To develop and maintain the vision for the centre by
 - Building a sustainable structure for the development of the work in accordance with Friends International national guidelines
 - Developing a strategy for the centre in liaison with the Regional Development Director
 - Communicating priorities to the staff team, volunteers, and churches
 - Assessing tasks and priorities in light of the vision
 - Delegation of responsibilities to staff, determining individual and shared tasks.

- b) To ensure care of the team by
 - Regular supervision of any staff team
 - Establishing a pattern of team meetings to build a team dynamic
 - Involvement in recruitment of new team members
 - Building partnership between the local team and Friends International Cluster of which they are a part, and the Support Centre.

- c) To relate to churches and other organisations involved with work by
 - Communicating regularly with chaplains and other university authorities
 - Building partnership with university & college International offices
 - Develop patterns of liaison with local churches both those (a) involved in work and (b) those still to become involved
 - Building relationships with local church leaders and regularly promoting the work in their churches.

Personal Qualities

A Centre Team Leader will be

- A visionary, able to discern choices, prioritise and build both short and long term goals
- A team builder demonstrating a pastoral heart for their team members; gifted to encourage, to listen and to develop others
- An example of servanthood and a proven trustworthiness of character
- Willing to pursue unity wherever people love the Gospel across the evangelical spectrum; able and willing to build bridges with others involved in the welfare of International students (both religious and secular) with tact and generosity of spirit.

Accountability and support relationships

Accountable to: Regional Development Director

Responsible for:

Staff Workers and Volunteers in any teams you lead

Primary Working Relationships:

Cluster Leader, other members of staff in the local team, volunteers, Branch Members (formal local FI structure), and those in the church of which you are a member.

Within Friends International:

You will be part of a Cluster including staff from neighbouring centres and led by a Cluster Leader or Regional Development Director

Outside Friends International:

The CTL will seek the support of a group of local Christians who are committed to the work of Friends International in their city and who wish to see it develop.

Location:

Home working with some travel within the area.

Friends International Staff Worker Job Description

Overall Job Purpose:

To develop international student ministries owned by local evangelical churches. Personal work among international students is an essential part of this ministry as we seek to provide a model for others.

Background

Friends International is an evangelical mission agency dedicated to encouraging and equipping churches to reach out to the approximately one million international students in the UK. The potential benefits to the worldwide church as students return home as Christ's Ambassadors are vast. The ministry demonstrates a particular strategic value of fulfilling the great commission with the opportunity to reach students from restricted access countries.

The role therefore requires each staff member:

- to be a practising Christian in line with our ethos and statement of faith (this is an occupational requirement of the post.)

Within Friends International each staff worker is responsible to their Centre Team Leader/Cluster Leader/Regional Development Director who assists them in creating an annual work plan for their ministry, and undertakes an annual review, both of the work done by the staff worker and as an appraisal of their role. In practice much of the day-to-day planning will be done by the staff member in discussion with other staff in the city and with local volunteers.

Main responsibilities:

1. Personal Work

- To create opportunities to meet international students and build bridges into their lives.
- To look for every opportunity to present the gospel to international students in culturally appropriate ways.
- To invest time with a few individual Christian students to bring them to maturity in Christ.
- To equip students to serve Christ in their own families and communities and preparing them for the transition to living for Christ in their own home countries.

The level of the staff worker's own personal work will depend on the degree to which other individuals and churches in their locality are taking on the vision.

2. Mobilising and Training Others

It is the goal of Friends International to help churches develop an outreach to and ministry amongst international students in their community. The staff worker and local team will seek to:

- Build and maintain strong relationship with local Church leaders, to envision them for ministry.
- Build relationships with local Christians, sharing the vision and biblical basis for this approach to mission and challenging them to become involved.
- Help volunteers to be effective in all aspects of international student ministry as necessary by providing appropriate training, mentoring support and resources.
- Recruit Reach Volunteers and be involved in their supervision and training in association with the Friends International Reach Programme.
- Build a team of partners who will support the ministry of Friends International locally and nationally, through prayer and finance.
- Be involved as a member of the Cluster, helping to encourage, resource and develop other nearby centres.

3. Liaising With Others

- To liaise and cooperate with other bodies, Christian and secular, who have a brief to work with international students.

4. Contributing to Friends International's National Ministry

All staff are members of the Friends International family with all the privileges and responsibilities that entails. It is an individual staff worker's responsibility to make themselves available:

- To attend staff conferences and team days;
- To work with others to develop resources for use by all staff and volunteers; and
- To assist with training events in other locations.
- To work with others to develop resources for use by all staff and volunteers.

5. Support Raising

Friends International works with staff and local churches to develop the support necessary for funding staff appointments, rather than having central funds available. All staff are

therefore expected to raise 100% of their budget through a system of developing personal support. Although it is expected that local churches will make a substantial contribution to their budget, staff must allocate appropriate time and effort to support raising with advice and assistance available from the Support Centre and from their line manager as and when required.

6. Personal Development

The staff worker is expected to be committed to ongoing study and personal development, working with the Centre Leader and other staff to identify appropriate ways of undertaking this.

Person Profile

A staff worker will demonstrate most of the qualities below and a desire to develop where there is any lack in the areas described.

Key issues

As visible leaders in the Christian community staff workers should demonstrate the following:

- a desire to glorify God in all they do;
- an agreement to Friends International's statement of faith and a commitment to having their beliefs and behaviour continually shaped by the Word of God;
- a trust in God to provide for all their material needs;
- a dependence on the Holy Spirit to guide and equip them;
- an attitude of humble service to others, both Christian and non-Christian;
- flexibility on secondary doctrinal and cultural issues;
- to demonstrate commitment to the life of their local church;
- a passion for cross-cultural mission and international student work in particular.

Experience

- Educated to graduate level or its equivalent;
- Cross-cultural mission experience in particular among students;
- Some experience of secular work is desirable;
- Suitable theological/missiological training or the willingness to undertake this as in-service training;
- Experience of taking overall charge of a programme, organizing, so able to do advanced planning, see the whole picture and move things forward;
- Experience of leading a team;
- Experience of training and mobilising others

Skills

- Able to be a self-starter, working in an unstructured environment;
- Encouragement - ability to enthuse and motivate others in a team;
- Presentation - gifts in public speaking/preaching;
- Team-building - ability to recruit, keep and train team members (mobilising others for ministry);
- Communication - Ability to relate well both to Christian and secular organizations without compromising the gospel;
- Administration - administratively efficient;
- IT - computer literate and able to competently handle new media;
- Developing ministries/projects;

Attributes

- Committed to continuous professional development, particularly to developing their leadership skills;
 - Deep interest in the issues and concerns facing international students, as well as their social and spiritual interests;
 - Innovative and able to see opportunities and challenges;
 - Good interpersonal skills, with an ability to understand and relate positively to a wide range of people
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