



## **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:** Cluster Leader

**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.

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## **Friends International Staff Worker Job Description**

**Overall Job Purpose:**

To work with the church to communicate the good news of Jesus to international students in both word and deed and in whole life cross-cultural discipleship.

**Background:**

Friends International is a Christian charity that reaches out to the approximately one million international students who study each year in the UK. Our vision is to see international students transformed by the good news of Jesus so that they fully engage with the mission of the church in the world. 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 and this is an occupational requirement of the post.

**Context:**

Each Staff Worker (SW) works in a Friends International Centre (a University town or City) and is responsible to the Centre Team Leader (CTL) / Cluster Leader (CL) / Regional Development Director (RDD). The staff worker is part of the staff team in their local Centre and will input into the day-to-day ministry and event planning that the team undertakes in partnership with local church volunteers. The CTL undertakes supervision to ensure roles and responsibilities are clear, personal development objectives are set and any problems or difficulties are addressed. An annual review appraises the work done by the staff worker during the past year and sets personal and professional training and development goals for the year ahead. There will be a probationary period of 9 months.

10<sup>th</sup> September 2021

## **Main responsibilities:**

### **1. Personal work:**

- Providing appropriate programs of practical care, hospitality and cultural exchange for international students;
- Creating opportunities to teach and model the good news about Jesus;
- Training, nurturing and encouraging Christian International Students with special focus on students who have become Christians;
- Ensuring that new Christians are prepared for return to their home culture through appropriate discipleship; and
- Making effective links through our growing networks which will provide support for returning students as they seek to find fellowship in their home culture.

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 Trainees 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; and
- Be involved as a member of a Cluster, helping to resource and develop the other centres in their area.

### **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;

- To join a working group where invited to participate; and
- To assist with training events in other locations.

#### **5. Financial 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 (which includes their salary, employment costs, expenses and training and conference costs) by developing personal support.

Although it is expected that local churches will make a substantial contribution to their budget, Staff Workers must allocate appropriate time and effort to support raising with advice and assistance available from their CTL, the Support Centre and other Friends International staff and training courses.

#### **6. Personal Development:**

The staff worker is expected to be committed to ongoing study and personal development, working with their Centre Team Leader, Cluster Leader, Regional Development Director and other staff to identify appropriate ways of undertaking this.

#### **7. Knowledge, skills & experience required:**

##### **Personal qualities:**

Because of the vision of Friends International all our staff should have a real love for those of cultures different from their own and quickly become known as a friend of international students. As visible leaders in the Christian community we are looking for those who will exhibit the following characteristics:

- 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;
- An evangelical church allegiance; and
- A passion for cross-cultural mission and international student work.

##### **Education:**

- Educated to degree level or its equivalent.

##### **Experience**

- 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, organising, capable of advanced planning, see the whole picture and move things forward;
- Experience of leading a team; and
- 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; and
- 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; and
- Good interpersonal skills, with an ability to understand and relate positively to a wide range of people.

## **8. Accountability and support relationships:**

- **Accountable to:**  
Centre Team Leader
  - **Responsible for:**  
Volunteers in any teams you lead
  - **Primary Working Relationships:**  
Centre Team Leader, other members of staff in the local team, volunteers, Branch members (the Branch is the local church volunteer committee) and relating to those in the church you are a member of.
  - **Within Friends International:**  
Apart from relating to the Centre Team Leader and other local staff, you will also be part of an Area Cluster including staff from other neighbouring cities and led by a local Cluster Leader under the oversight of a Regional Development Director.
  - **Outside Friends International:**  
The staff worker will seek the support of a group of local Christians who are committed to the work of Friends International in their city and wish to see it develop.
  - **Location:**  
Home working with travel within the area and occasionally further afield.
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