



## **Job Title: Young Adults Volunteer Coordinator**

**Work Location:** Witney

### **Who we are**

Open Doors is a Christian charity that is looking to recruit active, practicing Christians to help meet the growing needs of the persecuted church worldwide. Hostility, violence and abuse of Christians around the globe is on the increase. Open Doors works in over 60 countries to ensure that those facing such persecution are not forgotten but can stand strong to serve their communities and give life.

### **Directorate**

Strategic Relations

### **Principle Working Relationships**

Reporting to the Innovation Lead, you will work with:

- Youth Team
- Church Relationship Director
- Strategic Relations Director
- Volunteer Development Manager
- Advocacy Campaign Officer

### **Purpose**

To inspire and mobilise 18-25 year olds, students and young adults in the UK for action, raising support for persecuted Christians

### **Job summary**

- To coordinate and develop the Advocates programme at Open Doors in collaboration with other staff, by engaging potential Young Adults Volunteers, onboarding them to the programme and providing opportunities to grow their giftings and heart for the persecuted church.
- To coordinate advocate 'Hubs', which are advocates in a similar geographical location with an aim to build community and encourage each other

## Responsibilities and requirements:

### Shared Team Responsibilities

- To contribute to the life and direction of Open Doors
- Attend weekly team meetings when possible (either in office or via Skype)
- Event assistance - including preparing materials, setting up stands, attending events
- Represent Open Doors externally at a National level
- To work in accordance with the safeguarding policy, guidelines and specific advice in relation to Advocates
- To escalate concerns relating to Advocates to the safeguarding team as appropriate
- To have a working knowledge of safeguarding measures in order to prevent harm to those who may be deemed at risk through our safeguarding approach

### Advocacy Coordination

- be involved in shaping the wider vision of the advocates program
- create an induction process that enables OD to recognise and recruit the best new advocates from summer festivals and to also ensure they feel engaged and 'plugged in' to the wider OD community
- work alongside key stakeholders to produce a robust and clear programme for new advocates, so they understand the different ways they can serve Open Doors
- complete all administrative tasks involved with Advocate recruitment and programme
- be responsible for the application process for all new advocates (reviewing applications, interviews and inductions) in line with Open Doors volunteer recruitment policy
- be part of a team that plans and delivers training conferences 3 times a year
- be responsible for continuous improvements to enhance the program as it grows
- interview and appoint hub leaders as the advocates grow in number
- check in with hub leaders via Skype or meeting in person and answer any questions/queries
- check in with and advise hub leaders when questions arise within the hub community
- devise opportunities for advocates to act on behalf of open doors in consultation with Innovation Manager
- act as a speaker at churches, conferences and events

### Working Hours

12-15 hours per week. Usually worked in the office between 8.00am to 6.00pm Monday to Friday. This position involves some evenings and weekends at conferences and events for which TOIL (time off in lieu) may be claimed.

*The above job description is a guide to the work the job holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.*

## Applying your Christian faith to this role

Because of the essential Christian context in which the role will be performed, the role is subject to an occupational requirement under the Equality Act that the post-holder be a practising Christian. Each working day will involve collective prayer and worship, together with shared reflections on the work of Jesus Christ. All members of staff at Open Doors are expected to actively participate in this shared time and members of staff take it in turns to lead the act of collective worship.

There will be many ways you will be able to apply your Christian faith and the outworking of your faith to the context of Open Doors. The list below gives some of the expectations of this role but is not exhaustive or intended to limit you:

- contributing to and leading daily devotions (this can be for the whole team or just smaller, departmental groups)
- participating in retreats, days of prayer and fasting etc.
- committing to private prayer for the work associated with this role, your direct reports and closest colleagues
- working in such a way so as to reflect biblical principles of leadership and service
- applying biblical principles of godly stewardship to operational responsibilities
- to be open and obedient to God's voice and direction in relation to any strategic matter and to always seek His will above all else

## Limits of Authority

To operate within the ethos and aims of Open Doors, adhering to budget parameters and the Open Doors' confidentiality agreement.

## Who you are

**You will demonstrate the following essential criteria for this role:**

### Calling

- committed Christian who is completely in sympathy with the calling and mission of Open Doors

### Competency

- excellent interpersonal skills
- exceptional communication skills, with a youth specialism
- strong organisational skills
- excellent administrative skills (Outlook, Excel, Word, PowerPoint, Skype)
- good knowledge of UK youth ministry networks
- ability to prioritise and manage own workload
- ability to meet key targets
- demonstrable experience in social media messaging and other online communication

## **Character**

- able to work effectively under pressure
- responsible and mature outlook

## **Culture**

- chemistry with Open Doors Staff
- commitment to Open Door's Core Values

## **In addition, it would be beneficial for you to demonstrate the following:**

- up to date knowledge and experience of various churches/denominations
- proven commitment to issues of injustice, persecuted church
- Ability to mobilise Students and Young Adults

Enhanced disclosure information may be requested from the DBS in the event of a successful application.