



## Role Description

**Role title:** Assistant Manager (MAF in the Community)

**Date written:** 11/1/2019

**Accountable to:** Head of MAF in the Community

### Role summary:

To assist in the day to day running of MAF in the Community and the volunteer team in England, Wales and Ireland. This includes practical and logistical event management, overseeing the work of our team in both Northern and the Republic of Ireland, supporting the development of volunteers and the departments services and resources.

### Key Responsibilities:

#### 1. Event Management (Practical and Logistical)

Management and maintenance of resources (Display Aircraft/Trucks), that we use to attend various Christian Events, raising the awareness and profile of MAF

To include:

- Maintenance of display aircraft/upkeep of seating area
- Basic service checks of trucks/managing servicing /MOT
- Attendance at events with display aircraft and trucks
- Head up event management – booking passes/space/liaison with organisers/attending & running events agreed by Head of MIC
- Attendance/ planning/coordination at specific MIC events
- Church partnership events/aircraft to church events etc

#### 2. Management of the MIC Volunteer team in Ireland (NI and Republic)

Managing the Volunteers team, working closely with Regional Coordinators to find new opportunities to speak and represent MAF in churches and at events

To include:

- Meeting regularly with Volunteers in Northern and the Republic of Ireland
- Will involve at least monthly travel
- Developing opportunities for church partnerships in Northern Ireland
- Planning and managing events in Northern and the Republic of Ireland
- Training and recruiting new volunteers
- Seeking out and managing speaking opportunities for Volunteers



### **3. MAF in the Community services and resources support**

Supporting various tasks, as required to deliver and develop MIC services and activities

To include:

- When required respond to enquiries from supporters/volunteers
- Supporting production of resources as required
- Delivering post cards and administration
- Emergency cover of meetings/presentations where needed
- Training and supporting new speakers
- Assisting with IT issues for Volunteers
- Using the CRM/database to support the activities of MiC
- Assisting with MiC Mailing opportunities
- Various other day to day issues in support of MIC team.

#### **Dimension and Limits of Authority:**

- Expenditure up to agreed budget.
- Decision making within agreed parameters.
- Responsible for adherence to legislation and good practice principles in all areas.

#### **Tasks common to all staff:**

1. Role modelling of organisational values and beliefs - to contribute to the shared spiritual life of the MAF UK team as a unique Christian charity. This will include attendance and participation in corporate times of biblical reflection and corporate prayer meetings.
2. To participate in appropriate matrix programme and project teams, contributing skills and expertise to required timescales from the appropriate programme leader.
3. To keep line manager informed of all relevant and timely information.
4. At all times comply with statutory requirements for handling personal and sensitive data in a confidential manner.
5. To abide by Safeguarding and Conduct Policies, and all other MAF UK policies provided on the Intranet.



<b>Person Specification MiC Assistant Manager</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree or equivalent level</li> <li>• Driving licence suitable to enable driving display truck for events</li> </ul>	<ul style="list-style-type: none"> <li>• Public Speaking training</li> <li>• Event/Volunteer Management training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of organising and running events, including on the ground set up and set down of resources and equipment</li> <li>• Experience of working with a volunteer team</li> <li>• Experience of managing budgets</li> <li>• Experience of overseeing an event from 'cradle to grave' (from development of materials and visual appearance to producing and operating the event on the day, to clear up &amp; follow up)</li> <li>• Experience of leading projects</li> <li>• Experience of working with CRM's</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a Christian organisation or charity/fundraising environment</li> <li>• Experience in driving larger vehicles (class C) and towing</li> <li>• Experience in working in or with teams from Northern and the Republic of Ireland</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Proficient skills in Microsoft applications</li> <li>• Able to communicate positively, assertively and sensitively within a cross functional team environment, including influencing and negotiating as appropriate</li> <li>• Efficient and organised approach</li> <li>• Able to manage multiple deadlines and priorities</li> <li>• Excellent attention to detail</li> <li>• Ability to work remotely well</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Committed and mature evangelical Christian, able to demonstrate understanding and acceptance of the Statement of Faith and willing to proactively take part in MAF events and meetings e.g. prayer meetings, away days etc. Able to describe these beliefs and values to others so as to represent MAF as a Christian mission organization</li> <li>• Logical thinking skills</li> <li>• Emotional resourcefulness</li> <li>• Flexibility towards others and circumstances</li> <li>• Service orientation</li> <li>• An enthusiastic motivator of others. Someone that draws others to them and can inspire the young in particular</li> </ul>	<ul style="list-style-type: none"> <li>• Working as part of a remote team</li> </ul>



### **Brief summary of Terms and Conditions**

**Job Title:** MAF in the Community Assistant Manager

**Location:** MAF UK, Wellingborough, Northamptonshire with regular travel to the Folkestone Office

**Working Hours:** Office open officially from 9.00 to 5.30pm

**Terms:**

- At least 36 hours with 1 hour for lunch daily unpaid per week. Hours should be agreed with line manager.
- This role will require travel and work activities outside of normal office hours and on weekends and additional flexibility will be required in order to accommodate these opportunities.
- Annual leave entitlement of 22 days per year plus the Christmas/New Year office closure and 8 paid public holidays per year.
- Non-contributory pension scheme (10%) salary on joining. Employees may also make personal contributions if they wish to.
- Job holder needs to retain suitable drivers' licence to enable driving vehicles for MAF events, e.g. display truck

**Probationary and notice period**

- 6-month probation period with a 1-month interim review point
- 3-month notice period