



A Company Registered in England No. 209505  
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## Job Opportunity

### Latchford Learning Centre – Co-ordinator/Administrator

As part of an ongoing commitment to our “Unlocking the Potential” vision, we are seeking to make a part-time appointment of someone to oversee and co-ordinate the work of the Latchford Learning Centre. We expect that this role will require 4-6 hours per week, and have set an initial arrangement of 5 hours. Given the nature of the role and the centre, this is likely to fluctuate between 4 and 6 on a week by week basis.

The Latchford Learning Centre is a partnership between NWBA, Latchford Baptist Church and Northern Baptist College, seeking to develop a place where leaders in NWBA churches can explore and develop their ministry and calling. Ministry Formation remains centred at NBC, but to complement this, we are seeking to develop learning communities of those engaged in other aspects of mission and ministry in our local churches.

We need someone who can hold this work together, liaise with the church in arranging space and hospitality, manage participation in the various learning programmes, and play a key role in communication and developing the vision of the centre.

In offering an outline of the ideal candidate, we recognise that it is unlikely to find all of these attributes in one person, so please do not be put off from applying if you feel you can offer some of them, and have the potential to grow into others. We are seeking someone who:

Has proven administrative skills and can see a project through from start to finish, able to work without direct supervision and take initiative when needed.

Has the inter-personal skills to co-ordinate church volunteers in providing support and hospitality for the programme.

Is computer literate, able to develop online record keeping and produce letters and modest publications. Ideally they should also be able to develop on-line hosting of learning materials.

Has the flexibility to work when needed, including attendance at NWBA events to promote the vision of Latchford.

Is within easy reach of Latchford Baptist Church, and able to be in attendance to act as the “public face” of the programme when needed.

Has an enthusiasm for Christian mission and recognises the value of effective learning and development in the vocation of all of God’s people.

Has some understanding of how Baptist churches and Baptist ministry operates, being able to guide and support those who may wish to explore further avenues of service and formation.

If you are interested in this role, please in the first instance send an expression of interest letter of no more than one side of A4 paper (equivalent) to [admin@nwba.org.uk](mailto:admin@nwba.org.uk). **Please contact us by 1<sup>st</sup> March 2019 if you are interested in being considered.**