



Administrator and PA to Senior Leader

ASSEMBLIES OF GOD
GREAT BRITAIN

Hope Church, Newtown

Hours: 35 Hours/Full Time

Experience Required: Experience and confidence in an administrative and organisational role. Competent in use of Microsoft Office suite, especially Word and Excel (or equivalent packages) Organisation, administration and interpersonal skills needed to operate effectively in a fast-paced environment. Be a self-starter and able to work with minimal supervision. Be willing to attend training days, conferences or events to equip and support your effectiveness. An advanced DBS check will be requested in the event of a job offer. This role carries an Occupational Requirement for the applicant to be an active Christian. A good understanding of relevant safeguarding, health and safety, risk and best practice.

Experience Preferred: Excellent communication skills: spoken and written. Ability to work unsupervised, use own initiative and take responsibility for tasks. Excellent organisational and administrative skills including diary management. Highly relational with the ability to relate confidently, courteously and effectively. Ability to work under pressure and prioritise workload effectively. Flexibility and willingness to be involved in a variety of tasks. A clear commitment to the Christian faith and alignment with Hope's Values and Belief statement. Committed to the vision and mission of the church. Willingness to work occasionally outside of normal working hours.

Salary: By Negotiation

Closing Date: 31/05/2024

For Further information: For further information phone 01686 627693 and speak to Ed Coomber, Business Manager.

To send Cover Letter/CV please email: ed.coomber@hopenewtown.org

Due to the nature of this role, we believe that this post is subject to an occupational requirement that the holder be a practicing Christian under Part 1 of schedule 9 of the Equality Act 2010

1 Statement of Faith

(As amended by the 2004 General Council)

This Statement of Faith is not intended as a creed for the Church, but as a basis of unity for AoG Ministers and Churches (1 Cor 1:10).

- 1.1. **We believe** that the Bible (i.e. the Old and New Testaments excluding the Apocrypha), is the inspired Word of God, the infallible, all sufficient rule for faith and practice (2 Tim. 3:15-16; 2 Peter 1:21).
- 1.2. **We believe** in the unity of the One True and Living God who is the Eternal, Self-Existent "I AM", who has also revealed Himself as One Being co-existing in three Persons – Father, Son and Holy Spirit (Deut. 6:4; Mark 12:29; Matt 28:19; 2 Cor. 13:14).
- 1.3. **We believe** in the Virgin Birth, Sinless Life, Miraculous Ministry, Substitutionary Atoning Death, Bodily Resurrection, Triumphant Ascension and Abiding Intercession of the Lord Jesus Christ and in His personal, visible, Bodily return in power and glory as the blessed hope of all believers. (Isa. 7:14; Matt. 1:23; Heb. 7:26; 1 Pet. 2:22; Acts 2:22, 10:38; 2 Cor. 5:21; Heb. 9:12; Luke 24:39; 1 Cor. 15:4; Acts 1:9; Eph. 4:8-10; Rom. 8:34; Heb. 7:25; 1 Cor. 15:22-24, 51-57; 1 Thess. 4:13-18; Rev. 20:1-6).
- 1.4. **We believe** in the fall of man, who was created pure and upright, but fell by voluntary transgression (Gen. 1:26-31, 3:1-7; Rom. 5:12-21).
- 1.5. **We believe** in salvation through faith in Christ, who, according to the Scriptures, died for our sins, was buried and was raised from the dead on the third day, and that through His blood we have redemption (Titus 2:11, 3:5-7; Rom. 10:8-15; 1 Cor. 15:3-4). This experience is also known as the new birth, and is an instantaneous and complete operation of the Holy Spirit upon initial faith in the Lord Jesus Christ. (John 3:5-6; James 1:18; 1 Pet. 1:23; 1 John 5:1).
- 1.6. **We believe** that all who have truly repented and believed in Christ as Lord and Saviour are commanded to be baptised by immersion in water (Matt. 28:19; Acts 10:47-48; Acts 2:38-39).
- 1.7. **We believe** in the baptism in the Holy Spirit as an enduement of the believer with power for service, the essential biblical evidence of which is speaking with other tongues as the Spirit gives utterance (Acts 1:4-5, 8, 2:4, 10:44-46, 11:14-16, 19:6).
- 1.8. **We believe** in the operation of the gifts of the Holy Spirit and the gifts of Christ in the Church today (1 Cor. 12:4-11, 28; Eph. 4:7-16).
- 1.9. **We believe** in holiness of life and conduct in obedience to the command of God (1 Pet. 1:14-16; Heb. 12:14; 1 Thess. 5:23; 1 John 2:6).
- 1.10. **We believe** that deliverance from sickness, by Divine Healing is provided for in the Atonement. (Isa. 53:4-5, Matt. 8:16-17, James 5:13-16).
- 1.11. **We believe** that all who have truly repented and believe in Christ as Lord and Saviour should regularly participate in Breaking of Bread (Luke 22:14-20; 1 Cor. 11:20-34).
- 1.12. **We believe** in the Bodily resurrection of all men, the everlasting conscious bliss of all who truly believe in our Lord Jesus Christ and the everlasting conscious punishment of all whose names are not written in the Book of Life (Dan. 12:2-3; John 5:28-29, 1 Cor. 15:22-24; Matt. 25:46; 2 Thess. 1:9; Rev. 20:10-15).