



We support churches to help children and young people discover Jesus and become life-long disciples who serve the world around them.

Role: Personal Assistant - Youth Team Leader

Location: Wellington or Auckland

Time allocation: 12 hours per week

Date: May 2022

Reports to: Youth Team Leader

SUMMARY OF THE ROLE:

This is an important role within the Youth Team. It is expected to assist the Youth Team Leader in a range of ways on a day-to-day basis.

KEY RESPONSIBILITIES:

TASK DETAIL	
Responsibilities	Key Tasks
Personal Assistant to National Youth Leader To assist the National Youth Leader on a day-to-day basis.	<ul style="list-style-type: none">• To make bookings and follow up travel arrangements.• To watch deadlines and help ensure they are met.• To send out a prayer supporter's letter for the National Youth Team Leader 4 times per year as written by the National Youth Team leader.• To do research as requested.
General Administration To perform all tasks efficiently and on time.	<ul style="list-style-type: none">• To keep the Youth Team calendar up to date.• Respond to and follow through on requests from the Youth Staff Team. Send information and resources as requested.• Collect and send information and resources to other staff and volunteers as requested.• To take minutes as requested for the Youth Team and distribute.• Work with and assist the financial team as required.• Collect and collate statistics from staff for Youth National Leader and Governance.• Keep volunteer and church information up to date in the SUNZ databases.

	<ul style="list-style-type: none"> • Ensure prayer/praise needs are provided to the Prayer Adventure. • Oversight of video and multimedia resources.
<p>Communication To respond to people in a helpful and timely manner.</p>	<ul style="list-style-type: none"> • Respond to enquiries about general Youth programmes and training. These will come through the website, Facebook, email, phone and mail. • To provide posts for the SUNZ Facebook page and Instagram regularly.
<p>Events To assist in planning, implementing and evaluating SUNZ events with a particular emphasis on Apopo.</p>	<ul style="list-style-type: none"> • Manage events <ul style="list-style-type: none"> ○Set up events in Arlo database. ○Liaise with churches, schools and venues as appropriate. ○Collate information for advertising and assist and work with marketing personnel on brochures, website and publicity for individual events. ○Oversee Health and safety aspects of all events including team member processing when necessary - references and police checks completed and recorded in SUNZ databases. (some phoning of referees and volunteers required out of office hours). ○Maintain incident reporting for staff and governance. • Manage attendees and volunteers <ul style="list-style-type: none"> ○Manage and approve the registration of attendees. ○Reconcile payments of attendee fees. ○Follow up fees. Call attendees when there are major changes to events. ○Maintain communication with all volunteers as required and assist volunteers with processes required for leadership approval. ○Thank you notes to helpers after events. ○Create evaluation forms for attendees and volunteers using Survey Monkey.
<p>Engage Bible App</p>	<ul style="list-style-type: none"> • To arrange for and upload recordings for the Engage Bible App • To respond to queries • To manage the Engage Face Book page.
<p>Greater SUNZ Involvement Taking part in other SUNZ events where required.</p>	<ul style="list-style-type: none"> • Attend all youth staff meetings where required. • Attend the SU national staff retreat • Participate in any other national or regional events as requested. • Help with other general office duties as requested.