

**ROLE TITLE:** TEN Teams Coordinator (voluntary)

**REPORTS TO:** Chief Executive Officer

**DAY TO DAY SUPERVISOR AND OFFICE CONTACT:** Supporter Relations and Funding Development Officer

**PRINCIPAL PURPOSE OF ROLE:**

To generate greater interest in TEN Teams and to coordinate TEN Team trips to visit TEN partners in Europe. To carry out the administrative tasks to support TEN Teams. To ensure that TEN Teams are briefed effectively for the trip and debriefed on return.

**HOURS:** Flexible

**WORK ENVIRONMENT:**

It is envisaged that most of the administration for team trips can take place in the home environment. If required, the Team Coordinator is welcome to use the TEN office and a hot desk for preparation and other tasks. The team coordinator is encouraged to visit the office at least twice yearly to keep in contact with the TEN staff and the Supporter Relations and Funding Development Officer, and to ensure that there is good two-way communication about speaking engagements and church contacts who are interested in sending a team on short term mission.

**MAIN ROLE FUNCTIONS:**

The TEN Teams Coordinator role can include the following...

**Communications**

- Working with the TEN Communications Officer, the Operations Administrator, the Supporter Relations Officer to ensure that the TEN team opportunities are communicated to churches and interested individuals.
- Working closely with the Partners and Projects Officer and Operations Assistant to find out from partners what teams are needed each year.

**Administration**

- Sending the introductory information to interested churches.
- Ensuring that potential team leaders have all the necessary paperwork, including team member application forms.
- Applying for references where appropriate, using the TEN Teams reference form
- Coordinating T-shirt orders for teams as needed.
- Ensuring that team members have church DBS clearance and churches have a Safeguarding Policy where appropriate
- Sorting out insurance cover for team members as needed.
- Coordinating and possibly facilitating team training and debriefing.
- Producing team country information packs

**Church relations.**

- Planning and implementing proactive ways of reaching new churches and organisations to encourage team trips.
- Researching and identifying new churches and youth organisations which might be open to send a short-term mission team

- Representing TEN in speaking to churches and groups interested in mission trips
- Proactively contacting churches to explore team opportunities
- Actively contacting the churches and Christian youth organisations within the Teams Coordinator's home catchment area.
- Writing a short summary report of any talks or visits to ensure the TEN office is kept up to date.
- Regular contact with the TEN office to access resources and keep abreast of relevant developments.
- Attending annual Ambassadors' day and other meetings as available

### **Supporting TEN's partners and projects**

- Possibly leading a team to support a partner in Europe
- Occasionally visiting partners and projects
- Keeping abreast of updates and information from partners to include in talks to churches.
- Familiarising oneself with the Vision, Values and strategic plan of TEN in order to represent TEN effectively.

### **Policies and Protocols**

- Adhere to TEN's policies and procedures
- In accordance with the new GDPR regulations, store all TEN supporter and partner information securely in Salesforce and in Sharepoint in accordance with TEN's privacy policy: <https://www.ten-uk.org/privacy-policy/>

### **Qualifications and Personal Requirements**

#### **Essential**

- This position has a genuine occupational requirement for a committed evangelical Christian
- Able to adhere to the vision and values of TEN as an evangelical Christian organisation
- Able to work within the practices and policies of TEN
- Personable and polite, punctual and courteous and able to contribute to both a positive work environment with the TEN office staff and a positive representation of TEN, in and out of official time on assignments.
- Able to work on own initiative and as part of a team.
- Excellent communication skills, both written and spoken
- Excellent interpersonal skills
- Able to initiate and communicate professionally at meetings
- Hold a full driving licence.

#### **Other:**

- The statements contained in this job description reflect general details as necessary to describe the principal functions of this voluntary role. A TEN Teams Coordinator is encouraged to use their gifts, creativity and initiative to bring new ideas, opportunities and openings for TEN, within the strategic direction of the organisation and with the agreement of the CEO and trustees.
- From time to time a TEN Teams Coordinator may be invited to consider other roles to enhance the work of TEN as an organisation.