

Headspace Co-Ordinators

Job Description

Job Title: Headspace Co-Ordinators
Report to: Executive Director
Purpose: To plan, organise and facilitate the GC3 Headspace Gap Year programme

Note: Two equivalent full-time people are required for this role.
The makeup of this roles is flexible. It would suit a married couple, or several individuals. Please discuss options with the Executive Director

Job Summary: The Headspace Co-ordinators are responsible for leading, organising and running the Headspace GAP year programme.

Headspace Mission: To take young people at a pivotal point in their life and assist them through discipleship, teaching and practical experiences to live out their part in God's missional plan and to be catalysts in their local church, community or overseas by encouraging others to do the same.

Responsibilities:

This role is responsible for the oversight and delivery of all aspects of the Headspace programme.
This includes the following:

- 1. Spiritual Development, Pastoral Care, and Supervision**
 - Oversee the discipleship of each participant.
 - Support team members to grow in their knowledge and experience of God.
 - Provide an environment for the transforming work of God to occur in the lives of the team.
 - Daily practice the Christian faith to be an effective role model and mentor to the team.
- 2. Teaching and Learning**
 - Oversee the teaching and learning including organising curriculum, speakers and learning activities
 - Coordinate the day-to-day operation of Headspace.

- Arrange the cross-cultural exposure trip. This includes accommodation, logistics, travel, ministry activities.
- In conjunction with the Executive Director, regularly review the programme.

3. Recruitment and Promotion

- Assist in the recruitment of participants in the Headspace programme.
- Participate in the application and decision-making process.
- Maintain a presence on social media.

4. Community

- Oversee the Headspace community (including accommodation, shopping, meal planning & preparation)
- Guide the culture and rhythms of the Headspace residential community
- Coordinate the relationship with partnering church(es)
- Support participants in their work experience.

5. Other

- Oversee communication to key stakeholders including participants, family, and churches.
- Ensure vehicles are serviced, warranted and registered.
- Ensure that all the Health and Safety requirements of GC3 are fulfilled as required under the *Health and Safety at Work Act*.
- Communicate important information to the Executive Director.

Qualifications and Experience:

- Mature Christian faith.
- Thorough knowledge of the Bible and an ability to apply and teach it.
- A heart for God and a love for young adults
- Strong leadership skills and experience in building a team.
- Ability to be a supervisor and mentor young adults.
- Able to work well in a team.
- Experience in youth ministry or working with youth.
- Passion for cross cultural mission.
- Ability to relate with young adults, parents, church leaders and contributors to Headspace.
- Administrative and organisational skills (including good computer skills).
- Confidence and ability to be 'up front', speak in public and communicate clearly.
- Commitment to a local church (preferably a Christian Brethren Church).

Working conditions:

- Flexible workplace within NZ and overseas. Headspace is based in a main centre in New Zealand likely in the Auckland region. One extended overseas trip per year is required as part of this role.
- Work Hours are flexible depending on the final role agreed. Work hours include evenings and weekends. Please note that this position is part of a Christian learning community and flexibility around days off and work hours is required.
- Accommodation, food and travel is available within the duration of the Headspace programme.

Relationships:

Internal

- Executive Director
 - The role reports to the Executive Director (ED).
 - Work with the ED in the development, coordination, and review of the programme.
 - Work with the ED in the selection and well-being of participants.
- Participants
 - Provide the primary teaching, mentoring, community, and care of participants.
- Finance Manger
 - Work with the Finance Manager in budget preparation, asset requirements and financial management.
- Office Manager (OM)
 - The OM can provide administrative support as required.
 - Reporting of Health and Safety risk assessments, incidents and near misses to the OM
- Interns (When present)
 - Supervision of ministry, spiritual life, and academics.

External

- Participants Family
 - Coordinate communication, and care and support for participants as required.
- Lecturers
 - Schedule and host guest lecturers.
- Partnering churches
 - Coordinate relationship with partnering church(es)
- Ministry partners
 - Coordinate the cross-cultural missions relationship including schedule, ministry activities and accommodation
- Workplaces
 - Support team members in the workplace.

• For more information please contact:

Michael Hanson

Executive Director

GC3

michael@gc3.org.nz

M: 027 522 4001