

JOB PROFILE

How to Apply for this Job



Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

James Morgan/Tearfund



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Job Profile

Job Title	Young Theologians Programme Administrative Assistant (part time)
Group	Global Advocacy and Influencing
Team	Theology & Network Engagement
Location	UK or in a Tearfund registered country where we are permitted to employ staff
Responsible to	Theology Development Officer

Part 1 – Job description

1. Purpose of the team

Tearfund has a vision to see Integral Mission becoming the common theological framework and practice for an increasing number of Christian communities around the world. We believe that Jesus called and commissioned the church to participate in God's mission to redeem and restore all of creation, seeking his kingdom in all spheres of life through words, deeds and character.

The Theology and Network Engagement (TNE) team's goal is to see Christians understand, adopt and outwork a theology that recognises that God's mission is holistic so that the church's participation in mission and approach to poverty alleviation is also holistic, leading to whole-life transformation in its communities. The team works closely and collaboratively with Tearfund's international teams in order to support, strengthen and expand Tearfund's work through theological research, reflection and capacity building, and strategic networking and relationship building. To this end the team builds, develops and supports Christian approaches to development practice through theological research, capacity building and application, and builds relationships with key Christian influencers in church networks, denominations and organisations.

Tearfund's Young Theologians program invests in emerging, inspiring, young theological thinkers around the world with the aim of contributing to their development and long term impact as theological thought leaders in the church in the areas of development, justice and poverty alleviation. In this programme, Tearfund identifies young (aged 18 - 30), emerging theologians from around the world and draws them together into a learning and development community where they are nurtured, equipped and develop helpful relational connections. Tearfund staff journey with the cohort of young theologians, assisting them in the journey of becoming established, credible and respected thinkers, communicators and practitioners who influence the church, in theology and praxis, towards integral mission expressions of Christian faith. This programme seeks to do this through providing capacity development, peer learning and training, opportunities to gain experience and exposure, and financial grants over the course of 2 years.

2. Main purpose of the job

To provide administrative and logistics support to the Young Theologians Programme, contributing to its successful implementation.

3. Position in organisation

- Member of the Advocacy and Influencing Group
- Part of the Theology and Network Engagement Team
- Reports to the Theology Development Officer who coordinates the Young Theologians Programme

4. Tearfund's Christian culture

We believe that prayer and discernment are fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:

- Attend, in person or remotely, corporate Teddington Prayers on Wednesdays, to pray for Tearfund's work and spend time in prayer and worship together.
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group.
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

5. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

6. Scope of job

Administrative and logistics support to the Young Theologians Programme, in coordination with the Young Theologians team.

7. Duties and key responsibilities

- Providing support to the Young Theologians' programme regular activities, including setting up Online Learning Gatherings on Zoom and personal development meetings, arranging translation, confirming speakers and participants, etc.
- Processing invoices, including grant payments, in coordination with the Young Theologians team.
- Maintaining regular communication with the young theologians, including responding to queries and comments, sharing ad hoc opportunities with them and coordinating deadlines with them, as required.
- Liaising with the Young Theologians Programme's relevant stakeholders, including Theology and Network Engagement Managers in regions and other relevant Tearfund teams (including Inspired Individuals and Emerging Influencers).
- Ensuring participants adhere to Tearfund compliance regulations.
- Providing support to the young theologians recruitment process.
- Providing logistics support for face-to-face events, in coordination with the Young Theologians Programme Team.

Part 2 – Person specification

Job title: Young Theologians Programme Administrative Assistant (part time)

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • A levels or equivalent level of knowledge 	<ul style="list-style-type: none"> • Theological training • Undergraduate degree
Experience	<ul style="list-style-type: none"> • Experience working cross-culturally • Demonstrable experience of delivery of targets • Experience working with young people 	<ul style="list-style-type: none"> • Experience with Zoom or other online meeting systems- setting up meetings and sharing meeting details • Experience working with people across multiple time zones • Experience working with people with whom English is not their first language • Experience processing grants
Skills/Abilities	<ul style="list-style-type: none"> • Administrative and organisational skills • Creating and following through with plans and schedules • Self-management skills • Good interpersonal skills • Cultural sensitivity • Problem Solving • Excellent written and verbal communication • Fluent in English • Computer literate 	<ul style="list-style-type: none"> • Able to speak, read and write in French • Google Suite apps literate • Fluent in Spanish
Personal Qualities	<ul style="list-style-type: none"> • Committed Christian who recognizes Jesus Christ as our Lord and Saviour with a passion for justice and development • Empathy and commitment to Tearfund's Mission, Values and Beliefs • Organised • Reliable • Team player • Flexible • Self-starter, proactive 	<ul style="list-style-type: none"> • Passionate about developing young people
OTHER COMMENTS: <ul style="list-style-type: none"> • All roles require a DBS/Police check • Tearfund is a member of the SCHR Misconduct Disclosure Scheme • Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		