

FFWPU UK Job Opportunities: Youth and Young Adults Ministry - Director; Community Pastors; Director of Operations; Executive Assistant; Bookkeeper; and Caretaker Couple at Cleeve House

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We are looking for you! Join our FFWPU UK team and help us fulfill our mission to build the Heavenly Parent's Holy Community and change the nation!

We currently have a number of open positions and we'd like to invite you to take a look:

- Youth and Young Adults Ministry - Director
- Community Pastors
- Director of Operations
- Executive Assistant
- Bookkeeper
- Caretaker Couple at Cleeve House

To request more information about any of these opportunities, including the full job description and how to apply, please email Sylvia at: hr@ffwpu.org.uk

Youth and Young Adults Ministry - Director

- > Provide leadership, vision and management to the national YAYAM team
- > Coordinate the HARP committee to organise education, workshops, worship services and other activities for youths aged 12-18
- > Support ongoing programmes for young adults, including the Chaplaincy, the Young Adults Summer Retreat and the Young Adults Service
- > Work with pastors to recruit and develop community YAYAM teams and facilitate communication and resource sharing among the different YAYAM teams nationwide

Community Pastors

- > Sunday Services and Attendance
 - Oversee weekly Sunday services
 - Give sermon twice a month or more
 - Facilitate fellowship
 - Enable Sunday school up to age 11/12
 - Develop Youth Ministry for age group 12 - 18
 - Facilitate Holy Day tradition: 4 - 6 times a year
- > Guide members to fulfil the three duties of faith
 - prayer, worship and Hoon Dok Hae study
 - evangelising outreach / growth of HPHC
 - tithing

- > Provide Pastoral Care
 - Phone ministry
 - Home visits
 - Small groups / prayer groups
- > Provide spiritual education / Divine Principle
- > Administrative matters
 - Communicate activities and developments
 - Oversee the stewardship of the community and its office, finance and donations administrative duties
 - Implement and maintain FFWPU's Safeguarding policies

Director of Operations

Responsible for:

- Breeze - Church Management / Membership System
- Oversight of Covid Security at all FFWPU locations
- GDPR Compliance
- Safeguarding Policy and DBS Compliance
- Health and Safety
- Insurance
- National Archives
- Complaint and Conflict Resolution Policy
- National Programs including National Services, Annual Gatherings, etc

Executive Assistant

- > Manage the National Director's (ND) diary in its entirety, organising, and scheduling meetings effectively according to priorities, delegating where possible and ensuring that the ND is well informed and briefed on meetings, commitments and responsibilities
- > Manage the ND's email correspondence and act as the first point of contact, both internally and externally, analysing content and determining the course of action, be that placing in ND's direct inbox, distributing, allocating to staff as required, etc.
- > Lead on specified projects and event management, project managing throughout, delegating where necessary, following up actions and monitoring against schedules
- > Schedule Board Meetings, and with the ND and Chair arrange meeting agendas plus collating and distributing of all necessary documentation
- > Execute the role of Board Clerk - planning yearly flow of meetings, ensuring meetings are quorate, taking minutes, drafting minutes and actions, and follow up
- > Volunteer Management including recruitment, training, planning, support, complaints from and about volunteers

Bookkeeper

- > Performing the online daily banking functions, including transferring money where appropriate
- > Processing donations both to and from FFWPU UK
- > Collecting completed Gift Aid Forms and submitting Gift Aid Claim
- > Ensuring invoices are properly coded, authorised, recorded, paid and ensuring all filing is up to date
- > Processing employees' and volunteers' expenses, checking claims are supported by valid receipts
- > Posting supporting documents to external company responsible for bookkeeping / accounting
- > Liaising with external company for any payroll queries
- > Being responsible for Petty Cash; preparing monthly bank and petty cash accounts

Caretaker Couple at Cleeve House

- > Acting as a first point of contact: dealing with enquiries, bookings, emails, correspondence, phone calls, arrivals and departures of guests
- > Making sure the house and grounds are kept to a high standard in order to welcome new guests
- > Making sure cleaning is done satisfactorily
- > Dealing with laundry and supervising that this is properly carried out, either in house or externally
- > Ordering general housekeeping supplies i.e. toilet paper, cleaning materials etc.
- > Preparing a monthly progress and financial report
- > Making sure Cleeve House is compliant with the latest legal and regulatory requirement such as Covid Security, Risk Management; Health and Safety (H and S); Food and Hygiene, First Aid, Fire regulations, etc.