

agapé uk†



# IT Assistant

# Who are Agapé UK?

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## An overview

We're Agapé UK. For over 50 years, we've been inspiring people to discover Jesus at home, at work, at university and abroad. As the UK arm of an international Christian charity, active in over 190 countries, we're bringing people together and seeing lives transformed.

**Our vision** That every person will have the opportunity to discover Jesus and live their life to the full in relationship with Him.

**Our mission** To respond to Jesus' call to invite people to follow Him, learn with them what it means to be His disciples, and inspire, encourage and enable them to invite others to do the same.

## What do we do?



**At home** Agapé UK is strengthening relationships and promoting the importance of community and family life, to enhance the emotional and spiritual wellbeing of everyone in society. Through our FamilyLife resource and events, we're supporting people around the country to build flourishing relationships and strong marriages and discover what it means to have a lasting relationship with Jesus.

**At work** Agapé UK is equipping people to confidently live and share their faith at work. We're helping the UK's workforce to learn more about their professional strengths and weaknesses, achieve a healthy work life balance, and gain a sense of satisfaction and purpose at work. And, through our network of music professionals, we're sharing our faith through music.

**At university** Agapé UK has been active on university campuses across the UK for over 50 years – working with students to help them navigate the complexities of student life. Together, we're building student communities where people from all backgrounds can discover more about themselves and explore big questions about life, faith, and God.

**And abroad** Agapé UK is meeting the needs of people around the world, working with a number of international partners. This includes our humanitarian work with the Global Aid Network (GAIN UK), and the wider activities of the Agape Europe and Cru global networks.

# IT Assistant

## Job description



### The role

The IT Assistant plays a key role in the day-to-day running of our Office 365 admin suite and other internal systems, as well as the maintenance and development of our websites in WordPress. The IT Assistant will also spend a lot of time responding to IT queries from staff and will provide support for those using our systems. A minimum of 3 A levels or equivalent is required, preferably including computer science or maths. The IT Assistant will need to have confidence, and an aptitude for general IT is required. Experience with Office 365 administration and in working as part of an administrative team is preferred, though we are looking for someone we can train to thrive in this role.

Based out of the UK headquarters in Birmingham, the IT Assistant engages with all our staff in providing technical support and plays a key part in the IT department, working closely with other members of the Central Services Team and field staff. The role will require you to assist in giving IT training to our staff teams and so an approachable and friendly personality is required.

### Being a team player

We are looking for someone that is adaptable and has the initiative to put forward new strategies and new ways of thinking that will challenge the way we use our IT systems. The role will necessitate frequent communication with other members of the Central Services Team and so the IT Assistant will need to have good communication skills. You will need to be able to communicate technical processes into easy-to-understand language to those with varied and different levels of this understanding.

### Building a bridge

Roles in the IT Department are a hugely significant part of our work. Administrative tasks equip and supply everyone in Agapé UK to have inspired, safe, and efficient tools for ministry. Often likened to an engine room or the engineers that build a railway track, God continues to equip the ministry of His followers with admin staff, and the IT Assistant is no different. This is a crucial role for our organisation as we seek to bring innovation, systems, and tools to mobilise the Body of Christ for digital ministry.

**Front line** All Agapé UK staff live and breathe evangelism and discipleship and so staff are expected to be active in some kind of additional ministry. This could be expressed in a number of different ways: involvement in the local student movement in Birmingham, city-centre based initiatives, connecting with church leaders or in their own community context. Whatever the Lord may be calling the IT Assistant to do, they will be provided with training in evangelism and discipleship.

**Staff life** The funding for the IT Assistant will come through individuals and churches giving to specifically fund the individual that God is calling. The first task of the successful applicant will be to develop a team of ministry partners who will pray for them and give financially to cover the salary and some of the expenses for the role. The extent of this can be open to discussion but there will be full training for this and you will be coached through this exciting and faith-growing process.

# The person

## Who we are looking for


**Faith** Primarily, we are looking for someone whose first love is Jesus. You have a heart for God and for seeing His Great Commission fulfilled and can articulate the part that God has called you to play in this, particularly from an IT perspective. You have a desire to continue growing in your relationship with Christ and see working with Agapé UK as part of that. You are already integrated well into your local church community who will be excited to partner with you in this new adventure.

You love to see other believers grow in their faith and are looking forward to spiritually investing in the lives of people you work with.

**Character** As a disciple of Christ, you have a teachable spirit and approach this new role and Agapé UK as a learner. Your servantheartedness is evident to all in the way you eagerly desire to serve others. You are known for your high level of integrity and trustworthiness in both your work and personal life. You can identify areas in which you have seen the fruit of the Spirit grow in your life this past year and are aware of areas in which you still need to see growth.

**Adaptability** You bring adaptability and a strong team player ethic to your role and will be very approachable, showing maturity when responding to different levels of questions from staff. You possess the ability to learn and adapt to IT systems and have the creative and initiative-taking ability to connect different processes together within the IT and the wider Central Services Team.

**Technical** You have a technical mind and an aptitude for seeing how technology and IT systems play a significant part of the work we do. You have an understanding of technical processes and the importance of delivering both our daily tasks and long-term projects efficiently.



# How to apply



## What you need to do

If you feel God is leading you to work with Agapé UK in the IT Assistant role please contact [hr@agape.org.uk](mailto:hr@agape.org.uk) to request an application pack or to request further information.

### The process

Before applying we recommend you discuss your interest in the role with your church leaders. From our experience the support and encouragement of your local church is important as you discern God's calling.

Once you have decided to apply you should complete an application form and send it to the HR Department at [hr@agape.org.uk](mailto:hr@agape.org.uk).

In accordance with Agapé UK's Justifiability and Diversity policies, this post has been identified as having an Occupational Requirement for the successful candidate to be a Christian supporting the aims and ethos of the organisation. Further details available on request.

Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

Matthew 28:18-20

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