



'Being a volunteer for The Message Trust is a helpful way of 'giving back' to a charity which is doing a tremendous work throughout the country and beyond. If I can help make things run smoothly and make things easier for very busy people then It's great to be a part of this family . Each one of them are hard-working and yet know how to have fun too.' **Debs, Office Volunteer**

Volunteer Role Profile

DEVELOPMENT ASSISTANT (PRISONS)

For the last quarter of a century, we've been leading the way in reaching the hardest-to-reach with the life-transforming gospel of Jesus Christ. The Message Trust was founded in 1992 by Andy Hawthorne, a passionate evangelist who was awarded an OBE in 2011 for services to young people.

At the heart of our operation is our staff team and volunteers – dedicated followers of Jesus who have seen transformation in their own lives and who are passionate about seeing other lives impacted by an encounter with Christ that leads to a lifestyle of discipleship.

At the heart of our culture is a regular rhythm of passionate prayer. We spend at least half an hour every day seeking God and listening to his voice. Working here means you'll have room to grow, not just professionally, but spiritually too.

By volunteering to be part of the Message team, you'll be joining a family – united in one vision to see lives changed for the better.

Find out more at message.org.uk.



Our staff team in 2018



Prayer & worship are at the heart of our staff rhythm



Message CEO and Founder Andy Hawthorne



Development Assistant (Prison Ministry)

Location:
Message HQ, Manchester

Hours:
Flexible

Date:
Various

Responsible to:
Message in Prisons
Manager

Responsible for:
Providing office based support to the Message in Prisons Manager and the Prisons team in improving existing work locally and developing new work nationally.

Volunteer Role Profile DEVELOPMENT ASSISTANT (PRISONS)



Summary of main purpose of the job:

To be responsible for the development and maintenance of administrative functions which support the prison ministry of The Message Trust. You would be responsible for providing administrative support to the Message in Prisons Manager, and to the wider Prisons Team, to enable growth, development and the sharing of best practice across the Message in Prisons outreach work.

Main duties and responsibilities:

- Provide administrative support to enable better recruitment of volunteers.
- Work with Prisons Manager to develop and arrange Peer Review System to establish areas of best practice and training needs amongst staff and volunteers.
- Collate monthly Monitoring and Evaluation sheets from outreach workers to compile reports for fundraising.
- Compile outreach worker's testimonies from minutes of team meeting to share across the organisation, and for reporting purposes.
- Support outreach workers in identifying suitable churches and other providers to provide support to ex-offenders.
- Prepare and circulate quarterly Prisons Newsletter to individuals, funders and churches.
- Provide other admin support, as required.
- To ensure all activities are run in accordance with the aims of The Message Trust.
- To work as a member of the Message in Prisons Team, attending meetings, training as availability allows.
- Keep the manager up to date with events, news and developments.

Person specification

- The post holder must be a committed Christian who believes in the Lordship of Christ and the authority of scripture, and who wants to see the Christian message communicated effectively to young people. Applicants should have a personal testimony of their Christian faith, and be able to articulate a clear vision for their role within the work of The Message. The doctrinal basis of The Message is that of the Evangelical Alliance.
- Applicants should be able to articulate a clear vision for their role within the work of The Message, particularly with reference to their ability to function within the framework of its Mission, Vision, Ethos and Values.
- A high level of dependency on God and a sense of missional calling.
- Good verbal and written communication skills and teamwork abilities.
- Skills in self-expression, both verbal and written.
- Ability to work as part of a team and under own initiative.
- Experience or understanding of providing administrative support.
- Experience of using Microsoft Office and database systems.

Full copies of our Mission & Vision statement and our Ethos & Values statement are available on request or can be viewed online at www.message.org.uk.

Confidentiality:

Any information relating to people contacted by the Trust acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

Note

This role description is not exhaustive and amendments and additions may be required in line with future organisational changes.

The successful candidate for this post will be asked to apply for a Disclosure. The Message has decided that this shall be at the level of: Enhanced. Further information about the Disclosure scheme can be found at www.disclosure.gov.uk.

It is an occupational requirement that the postholder must be a committed Christian who believes in the Lordship of Christ and the authority of scripture, and who wants to see the Christian message communicated effectively to young people.