



Te Ope Whakaora

THE SALVATION ARMY Central DHQ

POSITION DESCRIPTION

Position: Divisional Youth and Children’s assistant

Appointee:

Reports to: Divisional Youth and Children’s Secretary

Works with: Divisional Youth and Children’s Secretary
Divisional Leaders – DC, DMS
Corps Youth Leaders
Corps Children’s Leaders
Territorial Youth Secretary
Territorial Children’s Mission Secretary

Location: Central DHQ

Standard hours of work: Monday – Friday 9am – 5pm (with half hour lunch)
though as a assistant to the DYS & CS there will be times when weekend or evening work is required so there will need to be a degree of flexibility regarding specific hours.

PURPOSE OF THE SALVATION ARMY

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by love for God. Its mission is to preach the gospel of Jesus Christ and meet human needs in His name without discrimination.

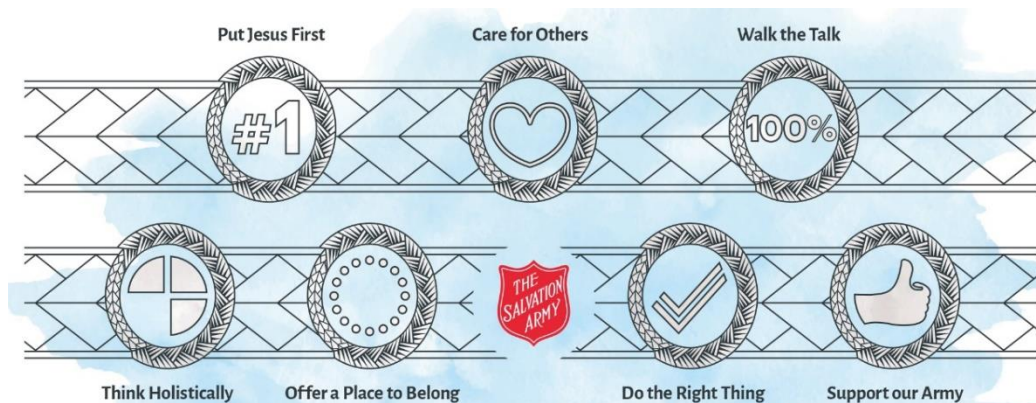
MISSION OF THE SALVATION ARMY

The Mission of The Salvation Army in the New Zealand, Fiji and Tonga Territory is:

“Caring for people, transforming lives and reforming society in God, through Christ, by the power of the Holy Spirit”.

VISION OF CENTRAL DIVISION YOUTH AND CHILDREN’S DEPARTMENT

The vision for the Central Division is that all rangitahi and tamariki would be seen, heard and included.



PURPOSE OF THE POSITION

To assist the Divisional Youth and Children's secretary by supporting and resourcing ministry and mission to youth and children in the Central Division.

KEY RESULT AREAS and KEY TASKS	PERFORMANCE INDICATORS
GENERAL ADMINISTRATION	
<p>Recording of minutes at Youth advisory board and Children's advisory board</p> <p>Book travel and accommodation</p> <p>Manage DYS & CS calendar and book appointments in consultation with DYS & CS</p> <p>Send out Officers children's birthday cards and gift cards</p> <p>Assist with ordering or preparing catering where required</p>	<p>Basic administration support is provided to DYS & CS</p> <p>Accurate records of meetings will be kept</p> <p>Progress to be discussed with the DY&CS at weekly planning meetings to ensure jobs are prioritised and completed.</p>
SOCIAL MEDIA	
<p>Update Youth & Children's social media as directed by DYS & CS</p> <p>Ensure a record of parental consent is kept for any photos posted</p>	<p>Good communication with youth and children's leaders, whanau and rangitahi is consistent and engaging.</p> <p>TSA social media minute is followed</p>
MANAGEMENT OF DIVISIONAL YOUTH AND CHILDREN'S RESOURCES	
<p>Management and updating of catalogue of resources held at the Johnsonville storage unit</p> <p>Keep storage unit sorted and clean</p> <p>Keep a loan book for anything borrowed by Corps and ensure items are returned in a timely manner</p>	<p>Divisional resources are looked after and made available for mission at both a Divisional and Corps level.</p> <p>Catalogue of youth and children's resources kept up to date.</p>
EVENTS	
<p>Support with managing registrations for events</p> <p>Supporting at Youth & Children's events with set up, pack down, general back of house jobs, cleaning as required</p> <p>Preparing advertising material for youth and children's events</p> <p>Creating and collating feedback from events</p>	<p>Support at events for DYS & CS will ensure that effective youth and children's events occur</p> <p>Debrief with DYS & CS after each event to identify any issues encountered and to make adjustments for future events where required.</p>

Preparation of Powerpoints for events	
Preparation of playlists for events	
Shopping for events	
SALLY TELLY ASSISTANCE	
Assistance with Sally Telly filming and preparation as required	Practical support provided to Sally Telly team as required
Assist with designing activities for activity booklet as directed by DYS & CS	Creative input on activity ideas ensure that activity booklet is exciting and engaging for tamariki
Health and Safety	
<ul style="list-style-type: none"> • Report accidents and hazards • Follow safe work procedures • Use safety equipment 	<ul style="list-style-type: none"> • HSE 5.1 accident report form completed within appropriate timeframes • Hazards are reported and managed appropriately • Employee works safely at all times

KEY COMPETENCIES

- Understanding to the aims of the Salvation Army.
- Ability to work within a team and also independently
- Clean police check
- Keeping Children Safe compliance
- Full driver's license
- Basic computer skills with a willingness to increase capacity in this area

PERSON SPECIFICATIONS

Skills and Attributes	
Essential	Desirable
<ol style="list-style-type: none"> 1. Ability to listen and communicate clearly. 2. Ability to follow instructions and carry tasks out independently 3. A high level of personal integrity. 4. A willingness to learn on the job 	<ul style="list-style-type: none"> ▪ Understanding of Youth & Children's mission within TSA context ▪ Basic Computer literacy – willingness to learn and increase capacity in this area