

## **JOB DESCRIPTION**

<b>POST TITLE</b>	Leadership Academy Pastor
<b>TEAM</b>	Academy
<b>RESPONSIBLE TO</b>	Exec Pastor (Pastoral and Equipping)
<b>RESPONSIBLE FOR</b>	Leadership Academy Students
<b>WORKING HOURS</b>	16 hours per week 8 hours on a Monday (with a half an hour unpaid lunch break) Remaining, 8 hours to be worked flexibly.
<b>SALARY</b>	£13,155 - £15,126 per annum, dependent on experience £32,889 - £37,815 per annum, Full Time equivalent based on 40 hours a week.

## **JOB PURPOSE**

In collaboration with the Exec Pastor (Pastoral and Equipping), design and execute an exceptional year-long leadership academy programme of investment into Kingdom Leaders. This programme should be designed to be attractive and inclusive, catering to a diverse range of participants.

## **KEY ACTIVITIES**

### **A. Oversee the effective implementation of the personal development component of the leadership academy programme**

1. Develop and implement a clear and effective programme of personal leadership development for each student, ensuring communication with the coaches and departmental mentors and integrating with the teaching, serving and retreat components of the programme.
2. Develop and implement an effective system for regular goal setting and reviewing of student progress, in liaison with coaches and departmental mentors.
3. Develop, host and implement the Monday morning programme (including curriculum).
4. Liaise with Departmental Mentors to ensure the students have appropriate opportunities to discover, test and grow their leadership skill and capacity.
5. Provide support and training to Departmental Mentors to maximise the student's experience within their ministry placement.
6. Liaise with teachers to ensure any assignments are integrated into personal development plans.

7. Maximise the use of Learning Communities to provide leadership opportunities.
8. Create and organise an end of year graduation celebration.

**B. Ensure a sense of community within the cohort, including the provision of good pastoral care to each student**

9. Liaise with the Pastoral team to ensure excellent pastoral care is provided for all the students, drawing on any skills and resources available from within the wider pastoral ministry of the church.
10. Create, host and organise two retreats: one at the start of the first term and a Missions Trip during the second term; ensuring that these are an integral part of the student personal development plans.
11. Maximise all elements of the programme to ensure students learn and grow through their relationships with one another; proactively dealing with any relational challenges that may arise during the year.
12. Ensure the students engage fully with the broader life of the church.

**C. Identify, train and deploy a growing, highly skilled team of coaches.**

13. Develop a clear role description for coaches.
14. Liaise with pastoral teams in all campuses to identify and appoint a team of coaches.
15. Develop and implement a programme of training and ongoing development of the coaches.
16. Provide excellent communication with the coaches, creating a sense of team.
17. Ensure all coaches are fully apprised of the content of the whole programme.
18. Be available to help handle any issues that may arise either in the relationship between coach and student or between the student and another component of the programme.

**D. Assist the Exec Pastor (Pastoral and Equipping) with the development and successful implementation of the programme**

19. Help to develop and implement the Monday evening component of the programme, including curriculum, and hosting sessions as required.
20. Help in the recruitment, interviewing and selection of students.
21. Help in the ongoing development of the marketing and promotion of the programme, working closely with key leaders in each campus to ensure KingsGate recruit students that represent the diversity of the church.
22. Help in the annual review and development of the Leadership Academy programme, including curriculum.

- 23. Set and manage capital and revenue budgets for the Leadership Academy, making sure that resources and risks are well managed and deployed to best effect and provide value for money.**
- 24. Through personal example, open commitment and clear action, provide effective leadership and oversight of the mentors and coaches in the Leadership Academy**
- 25. Be an effective internal and external ambassador for KingsGate, promoting the organisation's vision and values, positive corporate reputation through active partnership with other relevant stakeholders.**
- 26. Positively manage your own personal development to make sure you maintain the technical and professional competence required to effectively perform your role and meet the standards of the organisation.**
- 27. Positively contribute to the training and development of the Leadership Academy volunteer coaches to make sure they maintain technical and professional competence and meet the standards required by the organisation.**
- 28. Promote positive communication across the organisation and encourage constructive relationships.**
- 29. Demonstrate a commitment to Safeguarding by reading, understanding, and personally applying the safeguarding policy and procedures, undertaking basic safeguarding training, and ensuring any incident is reported immediately.**
- 30. Ensure Safeguarding policy and procedures are applied within the Leadership Academy ensuring all staff and volunteers have received basic safeguarding training and if carrying out regulated activities have a current DBS.**
- 31. Ensure appropriate processes are in place to identify, assess and manage potential risks involved in the activities undertaken within the Leadership Academy.**
- 32. Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive and could be damaging to the organisation's reputation or business.**
- 33. Record and use information in accordance with KingsGate procedures and legal requirements for example, Data Protection, Human Rights Act.**
- 34. Make sure that health and safety requirements are met in the Leadership Academy.**
- 35. Adhere to the vision and values of KingsGate.**

- 36. Perform any other tasks that may arise from time to time which are appropriate to this level of post.**

All Department Heads and Area Pastors at KingsGate have the activities shown in bold included within their job description.

**This job description was reviewed by the Exec Pastor (Pastoral and Equipping) in April 2024**