

JOB DESCRIPTION

GOD LOVES YOU TOUR UK – TOUR ASSOCIATE

BILLY GRAHAM EVANGELISTIC ASSOCIATION (BGEA) UK

Position Title:	Tour Associate – God Loves You Tour UK
Department:	Billy Graham Evangelistic Association (BGEA)
Contract Type:	Fixed Term contract
Contract Period:	Until 30 June 2022
Location:	Local Tour Office
Authorized by:	Tour Director London Hub – God Loves You Tour UK (GLYT)

MISSION STATEMENT

The Billy Graham Evangelistic Association exists to support and extend the evangelistic calling and ministries of Billy Graham and Franklin Graham by proclaiming the Gospel of the Lord Jesus Christ to all we can by every effective means available to us and by equipping the church and others to do the same.

Main Purpose of Job:

The Tour Associate works with the City Tour Director in support of the God Loves You Tour UK. This position serves to assist in building and maintaining relationships with pastors, denominational leaders, and para-church organisations in your assigned region. Other functions included, but are not limited to, assisting with:

- Church mobilisation through the Christian Life and Witness Course (CLWC)
- Class planning and preparation
- Planning local initiatives and participating in church related events and meetings as needed.

Position in Organisation:

- Reports to City Tour Director
- Collaborates closely with Assistant Tour Director, Tour Administrative Assistant and other BGEA departments
- Coordinates with other Tour Associates
- On occasion assists other departments across Samaritan's Purse International

Responsibilities and Duties:

- Demonstrates Christian values and behaviour that is reflective of the standards, policies and the Statement of Faith established for an employee of BGEA
- Demonstrates a commitment to the values, vision and mission of the organisation
- Communicates effectively with team members and when dealing with people externally
- Implement geo-targeted segmentation of church data for systematic identification and contact of churches
- Communicates to Church leaders the Tour vision, using approved "talking points" and approved materials
- Network with parachurch and prayer ministries
- Engage ethnic churches and networks
- Sets up and execute individual meetings with pastors
- Visits individual Church leaders and presents the God Loves You Tour UK
- Mobilises youth groups
- Mobilise for CL&WC classes
- Collect data and forward to Database Co-ordinator at London HUB Tour Office for processing
- Report weekly on mobilisation progress and activity
- Any other reasonable requests.

JOB DESCRIPTION

GOD LOVES YOU TOUR UK – TOUR ASSOCIATE

BILLY GRAHAM EVANGELISTIC ASSOCIATION (BGEA) UK

Competencies required:

- **Servant Leader:** Upholds Christian values with the ability to lead by example and have a heart for service
- **Communication:** Strong communication skills; ability to express oneself professionally, both written and verbally when interacting with people internally and externally
- **Networking:** Ability to network and increase the number of leads interested in the GLYT
- **Teamwork:** Ability to work well within a team and individually
- **Proactive:** Proactively carry out administrative tasks and support the team where needed
- **Problem Solving:** Ability to assess problems and seek to implement solutions
- **Flexibility:** Ability to adapt quickly to fit with changing conditions, tasks, responsibilities, or people
- **Thorough:** Have good attention to detail, with emphasis on communication, time management and accurate record-keeping
- **Multi-task:** Ability to multi-task, be well-organised and work well under pressure.

Safeguarding

This role requires a basic DBS check to be carried out.

Occupational Requirement

In accordance with the Equality Act of 2010 and due to both the nature and context of the role there is an 'occupational requirement' for the post holder to be a committed Christian. The job holder should be committed to the purpose of BGEA and be able to demonstrate enthusiasm for the Christian purposes of the organisation and be able to live out, hold to, support and contribute to its Christian ethos.

Education and Experience:

- Qualification in related discipline or equivalent work experience.
- Experience in working with a variety of church denominations desirable, but not essential.
- Proficiency in MS Office suite.

Physical/Mental Demands:

- Ability to work with people at all levels of the organisation.
- Ability to travel locally and to Tour cities if required.

Working Conditions:

- Flexibility to meet with pastors and leaders when they are available.

Important Note - *This position description is a summary of the responsibilities and accountabilities required for this role. It is important to note that the incumbent in this role may be required to perform other position related functions as requested by the attending Tour Director or Assistant Tour Director.*