



## **JOB VACANCY GHANA BAPTIST CONVENTION**

The Ghana Baptist Convention is inviting applications from suitably qualified persons as Children's Co-ordinator.

### **JOB ROLE**

Reporting directly to the Director, Christian Education & Auxiliaries, the person will be responsible for coordinating and monitoring the implementation of policies and programmes to build a strong Children's Ministry within the Convention that is actively involved in missions and discipleship.

**JOB LOCATIONS:** Baptist House, Accra

### **Key Responsibilities**

- Liaise with the leadership of the Children's Ministry to promote scripture reading/memorising, prayer, personal Bible study and outreach to the community and mission field.
- Serve as a contact person in defining and clarifying the role of the Children's Ministry. To ensure that existing programmes/activities of the Children's Ministry in order are in harmony with the Convention's overall strategy.
- Collaborate with BACTU Executives to review, monitor and evaluate the effectiveness of existing programmes/initiatives of the Children's Ministry to develop a Bible based curriculum and life style among children of the Convention.
- Promote and publicise the activities of Children's Ministry events and facilitate communication between the leadership of the Convention and the Ministry.
- Collaborate with leadership of the Children's Ministry to design/develop programmes to teach/mentor children on how to present the good news/gospel to their friends, parents, relations and the public.
- Maintain professional working relationships with Auxiliaries, Member Churches, Ministers' Conference, Denominational Churches and other stakeholders to ensure achievement of the vision and goals of the Children's Ministry.
- Liaise with the Church Ministry and Ministerial Affairs to develop a vibrant and inspiring music ministry for children of the Convention.
- Stay abreast with new trends, best practices, methods, principles, procedures in ministry administration.
- Maintain and update a database of trained children teacher, conditions of children's facilities, resources.
- Prepare monthly, quarterly and annual consolidated report on the programmes and activities of the Children's Ministry. Prepare annual operating budget to facilitate operations of the Unit.

## **JOB SPECIFICATION**

### **Education**

Bachelors Degree in Social Sciences or equivalent qualification in related field.

### **Experience**

Five (5) years relevant working experience in related role.

### **Knowledge & Skills**

- a. Proven knowledge/understanding in strategizing, planning, organizing and executing projects for a children's ministry within the parameters of the Convention.
- b. A strong desire to teach and mentor children with patience and an accepting heart to create a Christ-centred ministry.
- c. High ability to protect the reputation and integrity of others through strict confidentiality.
- d. High ability to maintain a commitment to the doctrinal and ethical beliefs of the Convention.
- e. Heart for ministry, visible commitment to build the Kingdom of God and a sense of God's call to Ministry.
- f. Competence in basic counselling and listening skills appropriate for children ministry.
- g. High ability to work with all categories of people and coordinate ministries and programmes within the Convention that involves children.
- h. Good knowledge in strategic planning.
- i. Good negotiation and conflict management skills.
- j. Excellent communication, presentation and report writing skills.
- k. Good knowledge in the use of administrative software and tools, Microsoft Word, PowerPoint, Excel, MS Project, Internet etc.

### **HOW TO APPLY**

Interested applicants should submit the following documents to the email or the address provided below, not later than 30<sup>th</sup> June, 2019:

- a. Detailed Curriculum Vitae together with a cover letter.
- b. Certified photocopies of relevant certificates.
- c. Reference letters from three (3) Referees, one of which should be your Sector Head (Kindly provide the names, e-mail addresses and telephone numbers of the Referees).
- d. A reference letter from your local Church.

**E-mail:** [info@gbconvention.com](mailto:info@gbconvention.com)

**OR DELIVER DIRECTLY TO:**

The Vice President, Administration

Ghana Baptist Convention

No. 11 Yiyiwa Drive, Abelenkpe, Accra

P. O. Box AN19909 Accra-North