



## **JOB VACANCY GHANA BAPTIST CONVENTION**

The Ghana Baptist Convention is inviting applications from suitably qualified persons as NUBS/Youth 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 NUBS & Youth Ministry within the Convention that is actively involved in missions and discipleship.

**JOB LOCATIONS:** Baptist House, Accra

### **Key Responsibilities**

- Participate in the development of strategy/operational plans to coordinate the activities and programmes of the Youth Ministry.
- Develop and communicate a dynamic vision for the Youth Ministry that aligns with the mission, vision and values of the Convention.
- Coordinate with Youth Leaders to plan, develop and implement all aspects of youth ministry in the areas of group building, worship, discipleship, mission and outreach.
- Serve as a liaison between the Convention and all Baptist Youth Ministry of various churches and ensure that all welfare needs are met.
- Provide technical guidance to Youth Leaders in the organization of their annual congress, youth trips, retreats, mission tour experiences, etc.
- Maintain professional working relationships with Youth, Member Churches, Christian Council, other Denominations and stakeholders to ensure achievement of the vision and goals of the Youth Ministry.
- Participate in the development of the Youth Ministry Programme Budget and monitor the implementation of the approved budget, including Student Ministry-related fundraising efforts.
- Responsible for the maintenance and update of a comprehensive Youth & Students Ministry database to ensure the retrieval and accessibility of information.
- Liaise with the Evangelism & Missions Department to develop retreats and Christian programmes for Youth & students to be involved in mission experiences of varying levels of commitment and intensity.
- Serve as a liaison between the Convention and Students in the junior/senior high schools and tertiary institutions and ensure that all welfare needs are met.
- Facilitate and provide technical advice to Youth & student leaders in the establishment of more NUBS/JNUBS.

## **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 Youth & Student Ministry within the parameters of the Convention.
- b. Strong ability to work with Youth & Students.
- 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 Youth & student ministry.
- g. Must have a spirit of humility and demonstrate godly wisdom.
- h. Ability to maintain a flexible approach to changing priorities.
- i. High ability to work with all categories of people and coordinate ministries and programmes within the Convention that involves the youth.
- j. Good knowledge in strategic planning.
- k. Good decision making based on thorough analysis.
- l. Good negotiation and conflict management skills.

### **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