

ROLE DESCRIPTION

Local Group Leader



Role:

UCAN Local Group Leader (voluntary)

Purpose of this role:

To lead, facilitate and develop a UCAN Local Group, enabling the group to provide support to local members.

Accountability & Support:

Local Group Leaders will be overseen and supported by UCAN's Network Enabling Team (NET) and ultimately accountable through them to the UCAN Board of Directors.

Requirement:

All Group Leaders need to be an Administrator or Senior Manager employed by a local church who has UCAN membership.

Responsibilities:

Group Leaders are responsible to:

- Help coordinate dates and venues for the local group to meet, ideally 3-4 times a year. (Please see group Terms of Reference overleaf)
- Encourage each group member to be an active part of UCAN
- Recruit new group and UCAN members
- Promote and share UCAN's vision, values, support services, resources and information
- Help provide information, support and encouragement to the group and its' individual members, although not to provide advice on behalf of UCAN
- Submit group meeting dates via NET for publication in the UCAN diary
- Facilitate and chair group meetings, circulating an agenda, information and documents in advance. (The group may choose to share out / rotate this responsibility)
- Provide feedback and share the following information with UCAN Network Enablers:
 - 1.The members in their group;
 - 2.The date when the group has held a meeting;
 - 3.The conclusion of the discussion at each meeting.
- Aim to keep in touch with group members in between the regular meetings for mutual support and encouragement.
- Sharing leadership / co-leaders is encouraged
- Ensure healthy succession planning, handing over group leadership.



PERSONAL SPECIFICATION

Local Group Leader

Experience:

Church administrative or operational experience.

Comfortable leading a team or small group as an employee or volunteer, and/or line management experience.

Attributes

Belief in and passionate about the Spiritual Gift of administration.

Committed to UCAN's mission to equip church administrators so that they may collectively best-utilise their God-given gifts, skills and passion to extend the Kingdom.

Committed to join in UCAN's vision to expand the Local Group network in order to extend UCAN's support of all its members, and to grow UCAN generally.

People orientated, supportive and helpful.

A team player.

Skills

Good organisational, planning and administrative skills.

Confident, articulate, a good communicator to encourage, motivate and support.

Support and Training:

UCAN's Network Enabling Team (NET) will be the first port-of-call for local group leaders. The Team are responsible for overseeing and supporting local groups and their leaders and are available to be contacted via email, phone and video-conferencing.

NET will provide guidance and information to local groups and their leaders to include a dedicated Local Groups page on UCAN's website.

NET will provide resources to local groups for running their meetings, to include session formats, relevant videos.

Through the NET, local groups can request guest speakers or resources to support specific learning and development needs. Please note, guest speakers may be offered via video conferencing.

TERMS OF REFERENCE

Local Group Leader



Local Groups aim to meet at least termly (ideally 3-4 times a year).

Meetings can be in person or virtual.

The Group Leader may invite non-UCAN members to be part of their group, with the expectation that those people are encouraged to join UCAN.

Group meetings are usually hosted in a members' church; feel free to rotate. Session length between 90mins and 180mins, to include prayer.

Meeting hosts are encouraged to provide refreshments, although this is not obligatory.

Each meeting should end with agreement for next date.

Local Groups need to cover their own costs.

Contact the Network Enabling Team (NET) via:
network@churchadministrators.net

Find our Local Groups Vision & Values at:
www.churchadministrators.net/localgroups