**Position Title:** Tour Associate (City Training Coordinator) – Part Time Position

**Department:** Billy Graham Evangelistic Association (Graham Tour UK)

**Contract Period:** Temporary 12-month contract; Part Time

**Location:** Birmingham

**Reporting To:** City Tour Director – Morgan Pylant

**Authorised By:** Executive Festival Director – Graham Tour UK

**Effective Date:** June 2019

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**Organisation Overview:**

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 by every effective means available and by equipping the church and others to do the same.

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**Position Summary:**

The Tour Associate works with the City Tour Director (CTD) in support of the Graham Tour. This position serves to assist in building and maintaining relationships with pastors, denominational leaders, and para-church organizations in an assigned region. Other functions include, but are not limited to: assisting with church mobilisation through the Christian Life and Witness Course (CLWC), assisting with class planning and preparation, assisting in planning local initiatives and participating in church related events and meetings as needed.

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## **Essential Duties and Responsibilities:**

* 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.
* Implements Training Strategy and creates Training Schedule in the city, Recruits Trainers/Facilitators, Identifies Training locations.
* Sets up general, ethnic and youth specific CLWC.
* Coordinates with Tour Associates on Church Relations.
* Sets up and executes individual meetings with pastors.
* Provides updated CLWC info for Tour Website, provides logistical support to execute all Training Events.
* Works with the National Training Manager on execution of logistics for Counselling and Follow-up Processing Plan.
* Oversees any needed background checks for Counsellors.
* Collect data and forward to Database Coordinator at London HUB Tour Office for processing.
* Reports weekly on mobilisation progress and activity.
* Reports to the City Tour Director.

**Marginal Duties and Responsibilities**

* **Servant Leader:** Upholds Christian values with the ability to lead by example and have a heart for service.
* **Communication:** Strong communications skills; ability to express oneself professionally, both written and verbally when interacting with people internally and externally.
* **Teamwork:** Ability to work well within a team and individually.
* **Organisational Skills:** Ability to effectively prioritise, organise, and manage time effectively.
* **Flexibility:** Ability to adapt quickly to fit with changing conditions, tasks, responsibilities, or people.
* **Thoroughness:** Have good attention to detail, follow instructions and guidance and implement processes accordingly.
* **Relationship Building:** Ability to effectively build and manage relationships, engage actively with churches and build networks.

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## **Reporting Relationships:**

* Reports to the Assistant Tour Director
* Coordinates with other Tour Associates
* Works closely with other BGEA departments

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## **Job Specifications**

**Skills and Knowledge:**

* Diploma in related discipline or equivalent work experience
* Experience in working with databases such as Raiser’s Edge or Microsoft Dynamics CRM.
* Proficient in MS Office Suite.
* Strong data entry skills

**Physical/Mental Demands:**

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

**Working Conditions**

* Operating conventional time in the Tour Office environment.
* Mataining a mobile office environment while meeting with pastors and leaders.

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*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 positional related functions as requested by the attending Supervisor or Manager.