WTC Theology in Partnership with York Community Church and York Vineyard

Hub Director Role Profile

Job title: York Hub Director	**Reports to:** York Vineyard and York Community Church Line managed by Director of Hub Operations at WTC

Summary of role:

The role of the Hub Director (HD) is to develop an effective worshipping and learning community, whilst being the face of WTC in the local region. This requires a range of activities from the development and implementation of a local communications plan, catalysing local student recruitment, through to the facilitation of a seamless delivery of WTC content in the Hub, ensuring Hub evenings are efficiently set up and run. HDs need to manage Hub night content and infrastructure effectively, develop and maintain transparent communication with WTC in Cheltenham, and have a commitment to care for the students in the Hub. They also need to be able to manage the logistics associated with putting on regular meetings and events in their Hub church(es).

The role is for 1.5 days/11 hrs a week throughout the year

Key Accountabilities	**Key Activities**
Hub Delivery	• Ensure that effective and intimate worship happens each week with appropriate prayer ministry • Design and manage extracurricular Personal Formation Programme with local practitioners • Liaise with WTC with respect to programming and canned / Video conference content • Ensure proper set up (and take down) of facilities for the Hub night • Manage the local Hub library
Marketing	• Develop and implement a local marketing strategy in line with the WTC Marketing Strategy 2018-2024 • Together with the Hub Church Leader(s), identify and maximise entry points for establishing and building networks of contacts to communicate WTC in the region • Develop and maintain relationships with (potential) feeder churches in the region • Deal with potential student enquiries in a professional, friendly and efficient manner • Facilitate Regional Faculty Hub visits including Taster Evenings, other Faculty and Director of Hub Ops visits and meetings with local church leaders to promote WTC • Support WTC at national events, e.g. conferences when possible.
Pastoral	• Liaise with Church leaders and/or the WTC Chaplain (at Residentials) in the event of any major pastoral issues • Offer support and encouragement to students so that they are not overwhelmed with the stresses of studying. This will include ensuring that students know how to access study skills, Faculty and pastoral support
Other	• Contribute to weekly video-conference calls for all HDs • Be the primary point of contact between WTC and the local Hub Church(es)/conference centre • Contribute to the strategic / operational development of WTC as skill-sets allow • Attend 3 HD Training Days a year in person, which take place at the two Residentials and in June/July in Cheltenham

	• Attend Student Residentials for 2-3 days in September and January.

Role dimensions:
Number of students: 12-50

Internal and External Relationships / Contacts:
WTC Office: Director of Hub Operations, Hub Director Team, Programme Directors, Chief Operating Officer, Students, WTC Academic Team and Faculty, Director of IT, Hub Night Support
Hub Church(es): Line manager, Church leadership team
External to Hub: Guest Speakers, other local Church leaders, potential students

Personal Specifications:
Essential:

- Mature Christian
- Team player
- Excellent interpersonal skills
- Comfort with being the face of WTC, incl. public speaking.
- Ability to create and sustain regional networks
- Well organised & proactive/Ability to get things done
- Self-starter and self-sustainer
- Good attention to detail
- Confidence/Decision making skills
- Passion for theology and learning
- PC skills/IT literate

Desirable:

- Experience of tertiary education
- Existing personal and/or professional relational networks in the Hub region
- From a charismatic/evangelical tradition
- Theological training/degree level education
- Experience in marketing