

- Job Title:** Headspace Leaders (HL)
- Report to:** Youth Director (YD)
- Job Summary:** Under the direction of the Youth Director the Headspace Leaders (two fulltime people) are responsible for leading and organising the Headspace GAP year programme.
- Headspace Mission:** To take young people at a pivotal point in their life and assist them through discipleship, teaching and practical experiences to live out their part in God's missional plan and to be catalysts in their local church, community or overseas by encouraging others to do the same.

Relationships:

Internal

- Youth Director
 - Reporting to.
 - Leadership of the Headspace team.
 - Developing, coordinating, debriefing and assessing of the Headspace programme.
 - Interviewing and selecting participants and interns.
 - Dealing with serious pastoral and behavioral issues.
- Interns
 - Supervision of ministry, spiritual life and academics via Pathways College of Bible and Mission.
 - Regular debrief with Youth Director.
- Participants (Gappers)
 - Pastoral care.
 - Mentoring.
 - Teaching.
 - Provision of food, transport and accommodation.
- Operations Director
 - Reporting of Health and Safety risk assessments, incidents and near misses.
 - Budget preparation and asset requirements.
- Other Staff
 - Administration help as needed.

External

- Parents of participants
 - Communicating important information
 - Coordination of care and support for participants when needs arise.
- Lecturers
 - Scheduling and hosting visiting lecturers.
- Host homes

- Regular communication during block two of team activities.
- Dealing with any issues that may arise with hosted participants.
- Partnering churches
 - Arranging of host homes.
 - Attendance to Sunday services and other services/groups as appropriate.
- Thai partners
 - Coordination of Thailand schedule, ministry activities and accommodation (where appropriate).
- Pack houses
 - Coordinating jobs for team in pack houses.
 - Dealing with any issues that arise within the team in the workplace.

Responsibilities:

Spiritual Development, Pastoral Care and Supervision

- Ensure each Gapper is discipled over the duration of the year and has a number of opportunities for one on one mentoring.
- Ensure each team member develops spiritual disciplines to grow in their knowledge and experience of God.
- Supervise the study and ministry experience of Headspace interns.
- Develop the skills and capabilities of interns as they serve as part of the leadership team.
- Daily practice the Christian faith so as to be an effective role model and mentor to the team.
- Actively contribute to an environment for the transforming work of God to occur in the lives of the team.

Programming

- Organise speakers, activities, logistics and coordinate with hosts for each block of Headspace in consultation with the YD so that it meets the aims and objectives of the programme.
- Work with YD and offshore partners to arrange the cross-cultural exposure trip. This includes accommodation, logistics, travel and visa arrangements, ministry activities and preparation.
- Coordinate the day to day running of Headspace in conjunction with the interns.
- Use personal gifts and abilities to establish the Headspace culture so that it meets the aims and objectives of the programme.
- In conjunction with the YD regularly evaluate programme and adapt as required (at the end of each block and Headspace year).

Logistics and Reporting

- Book accommodation for Headspace team.
- Arrange catering for Headspace (including shopping, menu planning, meal preparation and ensuring

all Gappers are contributing to meal preparation).

- Arrange employment and billet homes for each gapper for work experience block.
- Ensure vehicles and trailers are serviced, warranted and registered.
- Record expenses and manage Headspace budget.
- Met with YD every 2-3 weeks (in person or via skype).
- Update Headspace Facebook page regularly.
- Communicate important information with gappers parents, as needed.
- Communicate important information with YD as and when needed.

Applications and Promotion

- Work with the YD to:
 - Follow application process to ensure suitable applicants are reviewed and selected each year for Headspace.
 - Take part in the application and decision making process of interns.

Health and Safety

- The Board of GC3 is aware of its obligations under the Health and Safety at Work Act 2015 and is committed to assessing, managing and eliminating or minimizing risks and hazards for its staff and all those involved in the activities it facilitates. Headspace Leaders will therefore:
 - assess, manage and eliminate or minimise risks and hazards so far as is reasonably practicable, balancing risks with the resources (time and cost) needed to mitigate them at all locations and for all activities.
 - provide and maintain an environment that is without risk to health and safety for all Headspace team members, lecturers, visitors and anyone else involved in any Headspace activity.
 - report all incidents and near misses to the Youth Director and Operations Director in accordance with GC3's guidelines, policies and requirements as set out in their Health and Safety at Work Manual.
 - review all incidents and near misses to assess what remedial actions are required for the future

And such other tasks as from time to time the YD will require.

Qualifications and Experience:

- Sense of call to Headspace, a heart for God and a great love for youth.
- Passion for and some experience in cross cultural mission.
- Leadership skills and experience in building a team.
- Ability to be a supervisor and mentor young adults.
- Ability to work well as part of a wider team and to take direction and input from YD.

- Experience in youth ministry or working with youth.
- Mature Christian faith.
- Thorough knowledge of the Bible and an ability to apply and teach it.
- A strong stable marriage of 3+ years and an ability to work together as a couple.
- Ability to relate and build relationships with youth, parents, church leaders and contributors to Headspace.
- Administrative and organisational skills (including good computer skills).
- Confidence and ability to be 'up front', speak in public and communicate clearly.

Working conditions:

- 'Mobile' workplace within NZ and overseas
 - Headspace does not have a base and throughout the year the team spends time in Auckland, Tauranga, Hastings, Cambridge and other locations in the North Island as needed. Accommodation consists of camps, hostels and host homes.
- Flexible 40+ hours a week (each) including evenings and weekends

(Please note that this position is a live-in role and HL are effectively 'on call' at most times. Flexibility around days off is required in conjunction with the programme, **although it is important that HL's are able to time manage effectively in order to take these days**. It is important to realise that the position is a calling and as such will dictate the HL's lifestyle to a large degree)
- Accommodation, food and travel within Headspace Programme included as part of the salary package (please note that food, accommodation and petrol are not included during parts of the year when the HL's are not with the team, but the use of a vehicle is provided year round)

Commitment:

- It is expected that a multi-year commitment be made to the role.

For more information please contact:

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