

# Job Application

Thank you for your interest in this exciting position of **Governance & Compliance Manager** at AoG Inc.

We hope this pack will give you everything you need to inform you and help you make a decision whether this is the right role (and organisation) for you.

In this application pack, you will find more info on the:

- AoG Vision
- Job Description
- Person Specification
- Summary of the main terms & conditions for the role
- How to apply

AoG Incorporated (AoG) is a nationally recognised Pentecostal denomination that has been serving the people of Great Britain since 1924. There are around 500 churches and 900 ministers engaged with AoG. At the core of the AoG is a passionate desire to see God's Kingdom grow through the local church.

We are at an exciting time in our movement as our Leadership team is shaping our vision for the future and we are looking for people to actively support us in achieving this vision.

We hope this pack gives you what you need to decide on your next step, if however you would like an informal discussion about any aspects of the role or if you have any questions about this pack, please contact Hazel at: [hr@aoggb.com](mailto:hr@aoggb.com)

We look forward to hearing from you!



info@aoggb.com



01777 817663



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## AoG GB Vision

Since its inception in 1924, Assemblies of God in Great Britain has been a movement committed to reaching people and transforming communities with the Gospel of Jesus Christ. Rooted in the Pentecostal tradition, we empower Spirit-filled people to boldly outwork God's purposes in their generation.

With a renewed vision for growth, we are committed to building a future where the Church is strong in presence and relevance. We believe the most fruitful days of our movement are ahead, and what we do now will shape what comes next.

## Four Key Areas of Focus

**Leadership Development** – Raising and equipping culturally aware, theologically sharp, and relationally connected leaders across all ages and stages of life to serve local churches nationwide and beyond.

**Church Planting** – Establishing diverse local churches in every community, equipping leaders to take bold and innovative action to reach all people with the Gospel.

**Church Health** – Strengthening churches at every stage of growth through practical support, coaching, and deeper connections, enabling them to transform their communities.

**Mission** – Mobilising every local church for God's mission—locally and globally—by inspiring, training, and releasing more people into mission than ever before.



## Empowering the Next Generation

Young people are at the forefront of our vision. Through Youth Alive GB, we are committed to encouraging and equipping the next generation to step into their God-given potential and shape the future of our movement.

***“The journey ahead is challenging but exciting. Ultimately, we believe that Assemblies of God in Great Britain will enter a new season of accelerated growth and wider impact, as we remain committed to seeing God significantly and supernaturally transform our nation and beyond.”***

**Ps Glyn Barrett, AoG GB National Leader**



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## Governance & Compliance Manager

### Purpose

To provide advice and support to the Board and the Office of General Manager, ensuring that as an organisation we are fully compliant with the necessary legal, safeguarding and regulatory requirements.

### Key Tasks and Responsibilities

Please note that the following responsibilities are indicative rather than definitive:

#### Board & Company Support

1. Responsible for the smooth administration of Board and relevant delegated committees, including meeting planning, agendas, circulation of papers, recording of notes and minutes, and any other processes associated with the smooth management of Board and delegated committees such as the Finance Committee, Missio Dei College Board of Governors, Professional Standards Team (PST) and any other relevant committees from time to time.
2. Responsible for the planning and coordination of all administrative matters relating to the General Council Conference (NLT-led) and the Annual General Meeting (Board of Director-led) including timely production of accurate agendas and lists through working with the Operations Manager, and leading in production of formal meeting notes and minutes.
3. Ensure that all delegated Board committees and certain teams (to include PST, Marital Status, Appeals Panel among others) have agreed and current Terms of Reference, usually determined by the AoG Bye-Laws.
4. Ensure that Articles of the Company and the Bye-Laws are current, any changes are processed in accordance with the governing document, and all associated processes for any voting process, publication of information, and management of tasks associated with them (eg matters of discipline, Good Standing management etc) are processed in an accurate and timely manner.
5. Oversee and support the Policies of AoG Inc, as agreed with the Board of Directors from time to time. This will include the writing of policies (with external and colleague support where required), ensuring the policies are Board-approved and circulated for staff and volunteer training and awareness.



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## Church & Minister Applications

6. Responsible for disclosure certification of any AoG Staff, plus oversight of the Operations Team-led checking of Minister and Applicant certification, including the risk management of blemished disclosures for PST (Professional Standards Team) review.
7. To be aware of and, where appropriate, support the Leadership Development Team process for Minister applications.

## Finance Management

8. Work alongside the Finance Committee and the Finance Management Team on the annual Salary Committee process, and work with the Operations Team to communicate the information to AoG Churches and Ministers.

## Data Protection

9. Act as Data Protection Lead for AoG Inc with the support of the Operations Team, (with responsibility for College delegated to other College Leads), as agreed with the Board of Governors from time to time. These duties include: managing the Data Protection Policy, overseeing the Record of Processing Activities documentation and the Information Asset Register, reporting all issues to the General Manager.

## Risk Management

10. Manage the Risk Management and any other associated Policies for AoG Inc.
11. Maintain the electronic Risk Register, delegating the review of risks to the Board of Directors, NLT and other relevant delegated committees or Teams as and when appropriate, identifying and suggesting new key risks that may occur from time to time.
12. Ensure that delivery teams record Risk Assessments for all their activities, keeping a central register for all assessments for internal and external audit purposes.
13. Manage, through team delegation where appropriate, Google Suite.
14. Support the College Staff who have delegated responsibility for the management of risk, for example mission and ministry trips, teaching processes, onsite facility work, external venue activity.
15. Ensure there is a Health & Safety Competent Person (internal or external) appointed for AoG Inc, who must oversee all H&S-related matters, including but not limited to:
  - 15.1. H&S Committee - a team of staff members with key responsibility for H&S onsite, at AoG events, ensuring training requirements are met etc.



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- 15.2. Accident Investigation - ensuring teams report adverse events, and any investigation takes place to identify any training or other personnel needs, and recommend process improvements where required

## Property Support

16. Support the Finance Management and Office Management Teams in:
- 16.1. the oversight of all Manchester office property matters, to include but not restricted to, insurance (policies and claims), business rates, council matters, utility and other contracted supplies;
  - 16.2. in matters of facility management, to include but not restricted to, statutory task management, event planning, 3rd party and internal equipment contract or purchase matters, secure document disposal;
  - 16.3. in their management of other properties in Wales and England, including but not restricted to, lease management, point of contact with tenants, insurance (policies and claims).

## Professional Standards Team (PST) Support

- 17. Support the Team Director/Lead in the activities of the team, including recruitment to team, their induction, the creation and maintenance of suitable processes, records, and most formal correspondence.
- 18. Stay up to date on Safeguarding, Compliance and Governance matters, including external developments, ensuring any relevant updates are shared on the AoG Resource Centre.
- 19. Produce quarterly updates on Governance and on Safeguarding Matters for circulation to Safeguarding Champions and Governance Champions in AoG Churches.

## Human Resources

- 20. Work closely with the HR Team to ensure that all HR policies and documentation are reviewed and updated in a timely manner.
- 21. Support the HR Team to ensure that the right policies and processes are in place for Volunteers.
- 22. Comply with all AoG policies and procedures, including ensuring all records and correspondence are held in accordance with AoG's Data Protection Policy.
- 23. Serve and support the annual AoG National Conference and any other Zone / Area Day events.
- 24. Attend the Chapel service in Manchester during the Missio Dei intensive weeks (c. 7 times per academic year).



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Any other reasonable tasks and responsibilities, as requested by the General Manager.

## Financial or Other Authorities

Adhere to a set annual budget, ensuring stringent financial controls are kept and AoG processes strictly followed.

All expenditures must be within budget and approved by the General Manager.

## Reporting Line

Report to Board Chair for all company matters & to the General Manager for all OGM-related operational activities



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## PERSON SPECIFICATION

### Governance & Compliance Manager

	CRITERIA	ESSENTIAL	DESIRABLE
Qualifications / Training	<ul style="list-style-type: none"><li>• Safeguarding training (in the last two years)</li><li>• Risk management training to Level 3</li><li>• Health &amp; Safety training to Level 3</li><li>• Charity compliance &amp; governance training</li></ul>		X  X  X X
Skills, Abilities, Knowledge	<ul style="list-style-type: none"><li>• Flexible, agile and adaptable in approach</li><li>• Proactive, self-starter</li><li>• Ability to work well with and across teams</li><li>• Computer literate and proficient in Google Drive, use of Google Docs/Sheets/Forms/Mail and CRM systems</li><li>• Strong organisational and administrative skills</li><li>• Confident and quick learner: using different databases, including Churchsuite</li><li>• The ability to work accurately with a high attention to detail</li><li>• Effective time management skills – be able to prioritise work and meet deadlines.</li><li>• Strong ability to communicate effectively and confidently at all</li></ul>	X  X X  X  X  X  X	



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	<p>levels; good rapport with people of all ages and backgrounds</p> <ul style="list-style-type: none"> <li>• Strong verbal and written communication skills</li> <li>• Holds a full UK driving licence with access to transport</li> <li>• Awareness of the AoG movement, how it is structured, the vision, values, culture and beliefs</li> </ul>	X	   X  X
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	CRITERIA	ESSENTIAL	DESIRABLE
Experience relevant to the role	<ul style="list-style-type: none"> <li>• A solid understanding of governance, compliance and the charity sector</li> <li>• Track record of working collaboratively with a range of stakeholders</li> <li>• Proven experience of <ul style="list-style-type: none"> <li>◦ compliance and governance in a Christian charity / church setting</li> <li>◦ supporting a Trustee or Director Board (CIO)</li> <li>◦ risk management</li> <li>◦ people / HR including volunteer management</li> <li>◦ health &amp; safety</li> <li>◦ safeguarding</li> </ul> </li> <li>• Knowledge of the DBS and PVG (Scotland) systems and processes</li> </ul>	 X   X    X X	      X    X X X





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	<ul style="list-style-type: none"> <li>Knowledge of the Charity Commission (England and Wales) and OSCR (Scotland)</li> </ul>		X
Personal Qualities	<ul style="list-style-type: none"> <li>Committed to ongoing personal learning &amp; spiritual growth</li> <li>Comfortable working in a Christian organisation, including being fully committed to attending regular team prayer meetings, having in-depth discussions with church leaders, senior AoG leaders and colleagues about Christian faith-related issues and challenges</li> </ul>	X  X	

<b>Commitment to Vision, Values and Beliefs of AoG</b>	Due to the nature of this role and the level of regular interaction with church leaders and senior AoG leaders on behalf of AoG, we believe that this post is subject to an occupational requirement that the holder be a practicing Christian under Part 1 of schedule 9 to the Equality Act 2010.
The role holder will need to provide two satisfactory references	



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## Summary of the Main Terms and Conditions for the Role

Job title	Governance & Compliance Manager
Duration of role	Permanent
Probationary Period	Six months
Ideal start date	December 2025
Location	AoG GB Office, Arlington House, Manchester M3 6AJ
Hours & days of work (per week)	3 or 4 days per week
Salary (per annum)	£40,310 p.a. (4 days) / £30,232 p.a. (3 days) (Full time equivalent: £50,387 p.a.)
Annual entitlement leave	Holiday year: 1st July - 30th June 33 days per year (inclusive of Bank Holidays) for full-time employees, this is pro-rated for part-time employees
Pension	AoG Inc. operates a contributory Workplace Pension Scheme into which employees are auto-enrolled (subject to the conditions and eligibility of the scheme).
Required checks (e.g. DBS, References, Right to Work)	2 references Right to work in the UK

## How to Apply

Please send a completed AoG application form to:

[hr@aoggb.com](mailto:hr@aoggb.com)

Closing date for applications\*: 27th October 2025



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*\* Please note, we encourage all those interested in applying to send in their application as soon as possible and not wait until the closing dates as if the position needs to be filled quickly, we may need to hold the interviews earlier.*

Anticipated interview date(s): 29th & 30th October 2025



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