



# Candidate Pack

- Academic Support
- IT/Media Support
- Admin Support
- Finance Support
- Marketing Support



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# Welcome letter from Principal

Dear Candidate,

Thank you for your interest in applying to be an intern at Birmingham Christian College (BCC).

It is my privilege to serve as a Principal at one of the UK's best Christian Colleges' where both new and matured Christians build a solid foundation in the word of God, equipping them to be servant leaders in their various churches, communities and countries.

BCC has a record of training more than 500 students who are currently pastors and missionaries accross the globe.

Our lecturers and professors are passionate about what they do, hence providing A+ tutoring for their students.

As an intern at BCC you will quickly come to realise how passionate we are about what we do here. You will have the opportunity to immerse yourself in a rich environment and work closely with our dedicated staff. We have no doubt that the skills and experience you will gain here will help shape and nurture you for any future employment you move on to.

We will certainly do our best to provide you with all the relevant support and guidance.

If you feel you have the skills and experience we are looking for, and you share our vision, then we would be delighted to hear from you.

Apostle Lord Donkor  
Principal, BCC





# About BCC

BCC is a training college for Christian Ministry and Mission, where men and women are modelled to become faithful disciples of Jesus Christ in the church, society and the marketplace. Situated on the Selly Oak Campus of Birmingham University, BCC has former students serving all over the world. With roots in the Evangelical and Pentecostal/Charismatic movements, it welcomes students from all church, ethnic, social and economic backgrounds. BCC has a missional attitude to all aspects of Christian service and is investing a great deal of resources to train non-Western missionaries in Europe to partner with local churches to reach out to both the indigenous and various Diasporan communities.

## Our vision is:

To create a multi-ethnic, inter-cultural and inter-denominational Christian environment where men and women from all walks of life are challenged intellectually and inspired spiritually to learn, worship and serve together to impact their generations with the power of the love of Jesus Christ.

BCC is Christ centred, bible based, spirit led and mission focused.

## **Christ Centred**

We provide individually tailored programmes of Christian training and education that help our students to learn to trust and obey Jesus Christ so that His will is done more fully in thought, word and deed.

## **Bible Based**

We help our students to use the bible in all matters relating to Christian faith and conduct, as it is a more reliable guide in such matters than either human reason or human traditions alone.

## **Spirit Led**

We help our students to understand the person and the work of the Holy Spirit in empowering and leading the believer to fulfil the mission of God on earth in anticipation of the coming of our Lord.

## **Mission Focused**

We encourage Christians, our students in particular, to work practically, in culturally sensitive and contemporary ways towards achieving the goal of “a church for every people and the gospel for every person”.

# ACADEMIC SUPPORT

BCC is currently seeking to appoint enthusiastic students and graduates for its internship programmes as an Academic Support Officer to provide administrative and secretarial support of the highest standard to the College's academic and faculty team. This internship role provides an interesting opportunity, and you should be quick to learn, have energy and a high level of organisational skills. Excellent interpersonal and communication skills (oral and written) including an excellent grasp of English language and IT skills are essential.

The internship job holder will be required to perform the following duties & responsibilities:

1. To handle the college's enquiries relating to Student Admissions processes.
2. To carry out a variety of clerical tasks including photocopying, preparing information folders, filing, data analysis on the College's admission portals (Classter), sorting mail, etc.
3. To assist in organising special events as required.
4. To maintain information and reporting on data held on the student record system and other administrative systems.
5. Processing student admissions, finance, visas including movements, such as Interruptions, Withdrawals and Change of Mode of studies.
6. To provide an administrative/general office support service to Staff, students, Visitors and Residents including occasional financial transactions and completion of forms and documents
7. Assist faculty staff with the populating of teaching and learning resources including assessment materials on the College's Virtual Learning Environment.



# ADMINISTRATIVE SUPPORT

The Administrative support intern will be required to have great inter-personal relationship skills, have the can-do spirit, and be able to proactively take actions upon little or no supervision.

The internship job holder will be required to perform the following duties & responsibilities:

1. To handle the college's enquiries relating to all staff and Snr. Management
2. To provide administrative/general office support service to staff, students, visitors and residents including occasional financial transactions and completion of forms and documents.
3. To deal with telephone enquiries in a timely manner and ensuring accurate recording of messages.
4. To develop an efficient filing and retrieval system and ensure filing is kept up to date, this includes electronic files and databases.
5. To carry out a variety of clerical tasks including photocopying, preparing information folders, filing, ordering stationery, sorting mail etc.
6. To assist in organising special events as required.
7. To assist with day-to-day bookkeeping including payments of accommodation fees and other day to day invoices.
8. To produce, according to agreed standards, any correspondence that may be dictated, taped, handwritten, or initiated electronically by the Principal or Management Team and suggest any alterations or amendments, which may be appropriate, including minutes of meetings.
9. Monitor project deadlines and prompt when necessary.



# FINANCE & OPERATIONS SUPPORT

You should be a quick learner; energetic and have a high level of organisational skills. Excellent interpersonal and communication skills (oral and written) including an excellent grasp of the English language and IT skills are essential. Having a finance background will be desirable.

The internship job holder will be required to perform the following duties & responsibilities:

1. Day-to-day responsibility for assisting in the college's accounts software (QuickBooks) including the purchases and sales ledgers, nominal ledgers and the cashbook.
2. Issuing of invoices including fees, accommodation etc.
3. Correctly file invoices, income log forms, investment records, bank statements etc. ensuring appropriate archiving arrangement for all finance information.
4. Assist in the day-to-day operation in the College.









# IT/MEDIA SUPPORT

The media team has three slots for interns interested in working with a diversified team of talents ranging from videographers, photographers, and graphic designers. The intern's roles and responsibilities include:

1. Design flyers, posters, newsletters about BCC to be posted on social media
2. Edit videos, create videos and master videos for public consumption
3. Help out with Virtual programs like Open Day, Graduations, Inauguration of new church ministers, etc
4. Help out with posting on social media
5. Support with editing the website. Knowledge on how to use Wordpress desirable



# Benefits

This internship program is aimed at providing people with work experience, hence interns will be classified as volunteers.

You will not be entitled to the minimum wage but will enjoy some benefits such as below:

1. Internships will run from between 6 months - 12 months
2. Reimbursement of incurred costs (eg. travel, food)
3. Possible discount on selected BCC courses
4. Obtain a referral from BCC's Principal upon completion
5. Obtain BCC merchandise upon completion



# Apply

Our process involves submitting a covering letter, which should outline your interests and motivations.

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early should we receive a sufficient number of applications.