

## **JOB DESCRIPTION**

**Role:** Business Formation Manager

**Location:** Causeway Coast Vineyard, Hillmans Way, Coleraine

**Line Manager:** Neil Young, Senior Pastor

**Salary:** £25,000 - £30,000 – *based on experience*

**Hours of Work:** 40 Hours per week

**Final application date:** 13<sup>th</sup> July 2017

**Start Date:** TBC

## **JOB SUMMARY**

Causeway Coast Vineyard Church is a vibrant, pioneering, missional community in Northern Ireland with around 2000 people attending Sunday services in any given month and many more connecting through other ministries delivered locally. We are a place where people are saying 'yes' to God and experiencing life in a fresh way. We are a people who bring life to every area in our community. We want to see sustainable transformation in the lives of individuals and institutions within our city.

With that in mind we are seeking to employ a Business Formation Manager who will oversee the development of businesses within the North Coast - enabling us to resource the city, increase employment and increase business growth.

They will also be responsible for managing all the business aspects of Causeway Coast Vineyard, serving and helping manage a team of over 30 people with a budget of over a million pounds. We expect to see our team grow, therefore the ideal candidate will have experience of working in a large church or similar organisation. They must embrace our mission of building a generous, hospitable, supernaturally risk-taking community; helping us to remain inwardly strong and outwardly focused.

## **KEY RESPONSIBILITIES**

1. **Business Engagement** - Oversee the development and flourishing of businesses within the North Coast as we seek to increase employment and business growth within the area. Pastor business leaders within the community.
2. **Intentional Leadership Development** - Lead and release the staff team into their God given design and destiny. Continuously identify, recruit, train and release volunteers to serve in the ministry according to their gifts.
3. **Stewardship** - Lead CCV into becoming a community of breath-taking generosity so that we don't simply resource church activity, but city partnership. Set budgets, monitor and help departments stay within the budget and manage money well. Lead the team in the reporting of finances in the church so we can be open and transparent in this area.
4. **Safety and Compliance** - Along with designated staff members, help to maintain and develop a safe working environment in line with our legal responsibility in regards to safeguarding, H&S, and other safety practices.
5. **Staffing** – Help with the search, selection, induction and management of staff members alongside the current staff team within each department. Helping pastorally in lead staff.

6. **Systems and Processes** – Create, develop and review new and ongoing cost-effective, transferrable systems which bring solutions to all departments within CCV. Ensure staff and volunteers know the systems and are trained in their use.
7. **Reporting** – Join the Senior Leadership Team and act as a report to the Board of Directors on all business related matters.
8. **Evaluating** - Work with the staff and volunteers to regularly evaluate areas of operation ensuring that we are operating effectively within the call God has given Causeway Coast Vineyard Church.

### **ADDITIONAL INFORMATION**

For this role, we hire for character, competence, chemistry and culture:

**Character** – You have to love Jesus, love the Church and be committed to our mission here at CCV.

**Competence** – You must be an outstanding person with a high level of gifting and ability.

**Chemistry** – You must be a relational fit with our team, particularly those you will be working closely with.

**Culture** – You must be someone who will engage with, embrace and impart the culture of Causeway Coast Vineyard.

Application forms can be requested from our office or downloaded from our website at [causewaycoastvineyard.com](http://causewaycoastvineyard.com)

Please return completed forms to - [neil@causewaycoastvineyard.com](mailto:neil@causewaycoastvineyard.com) or post to

FAO: Neil Young,  
Causeway Coast Vineyard,  
10 Hillmans Way,  
Ballycastle Road,  
Coleraine  
BT52 2ED

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	5 x GCSEs (or equivalent) at Grade C or above. 3 x A Levels (or equivalent) at Grade C or above.	Third level qualification.  Qualification in Business.
<b>Experience</b>	Senior involvement in the running of a SME (Small and Medium Sized Enterprise) or larger.  Experience of managing a staff team.  Proven track record of developing leaders.	Track record in starting and growing businesses.  Experience in working in a social enterprise  Experience in managing a budget of over £1 million.  Experience working in a charity/church context.  Experience of working with volunteers  Experience working with SAGE  Experience on a Church Leadership Team
<b>Skills</b>	Able to work on own initiative.  Able to work as part of a team.  Leadership skills  Excellent pastoral skills  Excellent organizational skills.  Computer literate, especially with Microsoft applications.  Excellent grasp of financial considerations involved in managing a business, including managing a budget	Experience in Human Resources.  Knowledge of workplace legislation.  Experience of creating and implementing policies and procedures relating to the workplace.
<b>Personal / character</b>	Demonstration of faith in Jesus, including willingness and ability to communicate your own story of your faith journey.  Heart for business growth and development.  Life-long learner, able to lead yourself and eager to improve your skills and strengths, yourself, and your role.  Commitment to the statement of faith of Vineyard Churches UK and Ireland and passion for the work of Causeway Coast Vineyard.  Responsive to correction and direction.  You will be positive, and carry joy.  The successful applicant will work within the framework of a collegiate leadership structure and therefore show a high degree of relational and emotional intelligence. You will have a clear awareness of your strengths and a requisite track record in utilising them in a team context.	