

CAUSEWAY COAST VINEYARD

/ JOB DESCRIPTION

Role: Senior Administration Officer/ Office Manager

Organisation: Causeway Coast Vineyard

Location: Causeway Coast Vineyard, 10 Hillmans Way, Coleraine, BT52 2ED

Line Manager: Operations Director

Hours of Work: 40 hours per week (normal working hours Mon – Fri 9-5, however flexibility is required for occasional evening and weekend work) – (part-time/job share may be considered)

Salary: £18,000 per annum

Pension: A pension is offered with this role

Holiday allowance: 31 days annual leave (including stat days)

Length of employment: Permanent

Final application date: Tues 31st July 5pm

Interview date: Week commencing 6th August

Likely start date: End August/early Sept

JOB SUMMARY

Causeway Coast Vineyard (CCV) is a vibrant, pioneering, missional community in Northern Ireland with around 2000 people attending Sunday services in any month. We are a church where lives are changing, 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, a place where we see transformation happen as we pursue the dreams that God has placed in our hearts.

This role is part of the Operations team of CCV. The role of the Senior Administration Officer is to provide administrative support to the Operations Director working within the administration team in CCV mainly based in the Central Church Building but which also might include working within the Hope Centre.

He/she will provide the day to day office management ensuring a high standard of administrative support is provided for all ministries, projects and IT systems. The Senior Administration Officer will be required to represent CCV's Christian ethos throughout all his/her activities by applying a Christian mind and attitude to the role and to spiritually support the work through Christian prayer and connection. He/she will also provide pastoral care in the office and in church environments.

NOTE: This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position; and the role may well change and evolve over time.

KEY RESPONSIBILITIES

Staff management

- Pastoral care (including praying with and for) members of staff and volunteers who look to the Senior Administrative Officer for leadership and support.

- Provide line management support to designated staff in the administration team.
- Carry out one to ones and appraisals.
- Work with the Compliance and Resources Director to manage HR related issues.
- Chair admin team meetings.
- Attract volunteers to support the administration work.

IT Support

- Provide IT support to the administration team.
- Liaise with external IT suppliers to identify problems and make suggestions for improvement to the variety of databases used in CCV and Vineyard Compassion.
- Provide staff with passwords and training when required.

Administrative duties

- General office administration duties ensuring that the office is covered at all times.
- Reception cover, responding to queries via phone, email and in person, often acting as first point of contact for those engaging with the church, and so with key responsibility for communicating the Christian ethos of the church.
- Provide administrative direction and support to project staff and the administration team.
- Responsible for franking mail and ensuring it is taken to the post office daily.
- Collate statistics for the Operations Director.
- Ensure office is kept clean and tidy.
- Work with the Compliance and Resources Director to ensure all policies are implemented and that the office is compliant in areas including GDPR.
- Adhere to CCV's safeguarding policy, making safeguarding a priority within your role and raising any appropriate concerns with CCV's designated safeguarding officer(s).
- Work with the Finance Director to manage resources within designated budget.

Pastoral Responsibilities

- Uphold and display our pastoral share model amongst all individuals around CCV
- Pray with and lead others into a personal relationship with Jesus.
- Signpost others to appropriate pastoral / spiritual help within the church.
- Positively promote the Christian faith in line with the objectives of CCV.
- Promote the work within CCV of which he/she will attend, encouraging volunteers to become involved in the many aspects of the work (Support Team, Prayer Team, financial support, etc.)

Community Projects

- Work with the leadership team to identify projects and plan the work involved for our annual 10,000 hours community based project.
- Co-ordinate team and plan the administrative support required
- Oversee projects designated to you.

Other Administrative Tasks

- To complete any other reasonable tasks as requested by the Operations Director and other pastoral staff.
- Ordering stationary, venue items and other resources as required by the team.
- Develop robust, transparent health and safety systems and procedures

- Grow a team to assist with all areas of office work.
- Process room booking requests in conjunction with the Facilities Manager.
- Be the first point of contact for enquiries for conferencing.
- Work with the Finance Director/Compliance and Resources Director to implement best practice and any audit recommendations.

Personnel specification

	Essential	Desirable
Qualifications	5 x GCSEs (or equivalent) at Grade C or above including Maths or 3 x A Levels (or equivalent) at Grade C or above	Third level qualification
Experience	<p>Experience of leadership and managing a team.</p> <p>Experience of working both on their own and as part of a team.</p> <p>Pastoral experience including praying with and leading others to personal faith in Jesus</p>	<p>1 year's experience of administration within a busy office environment</p> <p>Experience of managing volunteers</p> <p>Experience of liaising with external IT suppliers</p> <p>Experience of working in a church or charity environment</p> <p>Experience of managing budget</p> <p>Experience of working with those facing poverty or social disadvantage</p> <p>Able to use software and electronic work methods such as MS Excel, MS Word, email, Facebook, Twitter, etc</p> <p>Experience of providing training to staff</p>
Skills	<p>Excellent organisational skills including planning, setting priorities and meeting deadlines</p> <p>Excellent communications skills; verbal, written and oral</p> <p>Able to work on own initiative</p>	

	<p>Able to work as part of a team</p> <p>Concern for excellence and attention to detail.</p> <p>Logical, articulate approach to work.</p> <p>Good numerical ability</p> <p>Excellent time and task management.</p> <p>Excellent administration skills.</p> <p>Excellent attention to detail</p> <p>Outstanding IT skills, including a high proficiency with Microsoft Office products</p>	
Personal / character	<p>Demonstration of faith in Jesus, including willingness and ability to communicate your own story of your faith journey</p> <p>Commitment to the statement of faith of Vineyard Churches UK and Ireland and passion for the work of Causeway Coast Vineyard.</p> <p>Life-long learner, able to lead yourself and eager to improve your skills and strengths, yourself, and your role.</p> <p>Commitment to congregational growth</p> <p>Willingness to serve others</p> <p>Responsive to correction and direction</p> <p>You will be positive, and carry joy.</p> <p>a high degree of relational and emotional intelligence.</p>	

Additional Information

For this role, we hire for character, competence and 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 CCV.

Application Forms can be requested from our office or downloaded from our website at www.causewaycoastvineyard.com.

Please return completed forms to:

Email: david.mccracken@vineyardcompassion.co.uk

Post: David McCracken, Causeway Coast Vineyard, 10 Hillmans Way, Ballycastle Road, Coleraine, BT52 2ED