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**Role:**

Assistant Pastor – Operations & Communications.

**Location:**

Riverside Vineyard Church Whitstable, Kent.

**Responsible to:**

Lead Pastors.

**Key Objectives:**

To add pastoral, organisational and management capacity to the developing vision and ministry of Riverside Vineyard Church Whitstable.

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**Key areas of responsibility:**

**Operations** - Ensure the efficient and safe operation of the Riverside site including:

- Site maintenance including Health & Safety compliance.
- Site infrastructure management including CCTV, Fire and Burglar systems.
- Site development including new projects and improvements.
- Management of IT, AV and media systems including site LAN.
- Liaison with on-site tenants.

**Communications** - Ensure excellent communication to the church and public including:

- Church Suite – oversight and implementation.
- Emails, website (Squarespace) and social media presence.
- Yodek internal display system.
- Publications, press etc.

**Pastoral** - work with the Senior Leadership Team to strengthen and grow the ministry of Riverside Vineyard Church including:

- Preaching and training as required.
- Managing existing ministries and services and helping to develop new ones.
- Training and equipping existing leaders and raising up new ones.
- Staff and volunteer management.

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Riverside Vineyard Church, Thanet Way, Whitstable, Kent CT5 3JQ [www.riversideuk.org](http://www.riversideuk.org)

Affiliated to  **vineyard churches**<sup>®</sup>

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### Working requirements:

- Full time (37.5 hours a week). Evenings and weekends as required.
- Salary £25k - £30K depending on experience.
- 30 days annual leave.
- Attends Riverside Vineyard Church Whitstable as home church and supports the vision and values of the church.
- Undertakes any training or personal development as required.
- Complies with all Riverside Vineyard's operating policies and procedures.
- Constantly pursues personal spiritual growth, personal development and professional development.

**There is a genuine occupational requirement that the post holder be a practising Christian**

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