Job Description - Vineyard Compassion  
Administrator

**Role:** Administrator

**Organisation:** Vineyard Compassion

**Location:** Hope Centre (Vineyard Compassion, 10 Hillmans Way, Ballycastle Road, Coleraine, BT52 2ED)

**Line Manager:** Foodbank Coordinator

**Hours of Work:** 15 hours per week - Part-time (Full-time week is 40 hours over 5 days)

**Salary:** £8.21 per hour

**Holiday allowance:** 31 days per year including bank holidays (pro-rata)

**Length of employment:** 1 Year Fixed Term Contract (maternity cover)

**Final application date:** Wednesday 4th March at 4pm

**Interview dates:** On/after Thursday 12th March, including week commencing Monday 16th March

**Likely start date**: ASAP

# About Vineyard Compassion

Vineyard Compassion provides people with practical and emotional support at their point of need while empowering them to tackle the underlying root causes of poverty through a range of innovative projects. As we move towards creating a transformed and thriving community, we want to remain inwardly strong as well as outwardly focussed.

Vineyard Compassion, a charity birthed out of Causeway Coast Vineyard Church with a Christian ethos and values is first and foremost a volunteer organisation with (paid) staff coordinating the projects and releasing volunteers to work effectively within them. When a decision is made to appoint a paid staff member, each staff member will be expected to gather a volunteer team to multiply the hours they work. For more information, please visit our website [www.vineyardcompassion.co.uk](http://www.vineyardcompassion.co.uk).

**Project Summary**

Causeway Foodbank exists to provide emergency food aid and support to people in the community suffering food poverty in an emergency or crisis situation. As part of the Trussell Trust Network, Causeway Foodbank was set up in April 2013 to serve the community in the Causeway Coast and Glens area. Causeway Foodbank is one of Vineyard Compassion’s provision’s services which are projects aimed at providing practically for individuals and families at their point of need. Working in partnership with the local community and frontline care professionals, churches, schools and businesses enables Causeway Foodbank to deliver its service to the community. Foodbanks food supplies are a short-term measure which allow a breathing space at times of great need and give us the opportunity to provide additional signposting and further support through our other programmes and services to help tackle the underlying root causes and help them step of emergency crisis need.

# Role Summary

The purpose of the Administrator is primarily to provide administrative support to the Foodbank Coordinator who is responsible for the coordination and development of Causeway Foodbank. Tasks will include the administrative aspects of intake, processing and distribution of food through the Foodbank Warehouse and Foodbank Centres, coordination of volunteer teams, building, strengthening and developing Community Partnerships, maintaining a warehouse facility, and adhering to Trussell Trust guidelines and requirements.

There are also a range of general administrator duties which will be provided to the project staff team.

The Administrator will be a Christian and he/she will be required to represent Vineyard Compassion’s Christian ethos throughout all his/her activities by applying a Christian mind-set and attitude to the role and to spiritually support the work of Compassion through Christian prayer and fellowship. Foodbank is delivered through the Open Door Drop In which provides Christian support, guidance and mentoring to people dealing with a range of issues including providing practical support, empowering and enabling people to make positive choices and through goal setting move towards sustainable living, promoting confidence and independence, helping them to further live out their purpose in life.

*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

You will function on a high-trust, low-control basis which means you will receive guidance in terms of broad goals and overall objectives and you will be responsible to establish the methods to attain them. The successful candidate will be flexible in how they fulfil their responsibilities in relation to work hours and able to respond to a dynamic changing environment.

**Duties:**

* Provide administrative direction and support to the Foodbank Coordinator
* Oversee and manage all aspects of the foodbank data collection system including; voucher, warehouse and referral agency administration
* Manage the causeway foodbank website and email account
* Collate Foodbank statistics for Vineyard Compassion
* Ensure that Foodbank complies to GDPR
* Ensure evaluations are completed for funding and that all filing is completed.
* Envision, recruit and maintain a team of committed volunteers from the church to assist with the project
* Provide pastoral care to the clients, including praying for (and with where appropriate) clients and signposting them to other organisations who can assist
* Admin relating to Compass – Vineyard Compassions online IT system.
* Adhere to Vineyard Compassion’s Safeguarding Policy, make safeguarding a priority within your role, attending Vineyard Compassion’s monthly safeguarding review and raising any appropriate concerns with Vineyard Compassion Designated Safeguarding Officer

**General Administrative Tasks**

* Provide occasional reception cover, representing the Christian ethos of the organisation at all times as first point of contact
* General administration duties including photocopying, filing and laminating for other projects
* Assist other projects with stock checks, ordering and reconciliation
* Provide admin support to other projects
* Any other reasonable tasks as requested by the Foodbank Coordinator, or other Vineyard Compassion staff

**Pastoral Responsibilities**

* Uphold and display our pastoral share model amongst all individuals around CCV and Vineyard Compassion
* 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 Vineyard Compassion and Causeway Coast Vineyard
* Promote the work within Causeway Coast Vineyard (which the successful candidate will attend – as an existing member or will be prepared to join, as many clients attend CCV and of which Vineyard Compassion is a department), encouraging volunteers to become involved in the many aspects of the work (Support Team, Prayer Team, financial support, etc)

**Personnel specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** |  | 5 x GCSEs (or equivalent) at Grade C or above including Maths |
| **Experience** | Experience of providing office based administrative support  Experience of working both on their own and as part of a team  Able to use software and electronic work methods such as such as MS Excel, MS Word (mail merge etc), email, Facebook, Twitter, website etc  Experience of liaising with external agencies | Knowledge of how a similar organisation operates  Experience of working in a church or charity environment |
| **Skills** | Project Management Skills  Troubleshooting / Problem solving  Good IT and admin skills  Excellent organisational skills including practical, planning, setting priorities and meeting deadlines  Good communications skills; verbal and written  Ability to communicate effectively and efficiently on a one to one basis  Able to work on own initiative  Able to work as part of a team  Concern for excellence and attention to detail  Logical, articulate approach to work.  Good numerical ability  Excellent time and task management  Ability to maintain oversight and ongoing development of a wide range of responsibilities  Able to deal with high pressure environments  Conflict management and resolution  Able to make difficult decisions, communicating and implementing actions in a positive manner |  |
| **Personal / character** | Enjoys a dynamic and changing environment  Passionate about tackling food poverty  Able to deal with stressful situations or volatile individuals in a calm manner (without reacting or escalating the situation)  Willingness to serve others  Commitment to the statement of faith of Vineyard Churches UK and Ireland  Willingness and ability to communicate your own story of your faith journey  Life-long learner, eager to improve your skills and strengths, yourself, and your role  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 |  |

**Additional Information**

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

**Character** – You must love Jesus, love the church and be committed to our mission here at Vineyard Compassion & Causeway Coast Vineyard church

**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 church & Vineyard Compassion

Application Forms can be requested from our office or downloaded from our website at www.vineyardcompassion.co.uk

**Please return completed forms by** **Wednesday 4th March at 4pm:**

**Email:** david.mccracken@vineyardcompassion.co.uk

**Post:** David McCracken, Vineyard Compassion, 10 Hillmans Way, Ballycastle Road, Coleraine, BT52 2ED

\* Applicants please note: Shortlisting will be carried out on the basis of the essential criteria set out above, using the information given on the application form. You should therefore address the requirements when completing the application form, as failure to do so may result in you not being shortlisted. The selection criteria may be enhanced at the shortlisting stage if a high volume of candidates meet the current essential criteria. Appointments are subject to verification of appropriate qualifications and vetting clearance.