

Fixed term contract

Admin Assistant to the Executive Team (Maternity Cover)

Job Title:	Administrative Assistant to Executive Team
Location:	Birmingham Vineyard Church
Department:	Administration
Reporting to:	Executive Assistant / Senior Pastors
Salary:	Dependent on experience £22,500 - £24,000 (Pro Rata)
Work Hours:	28 hours per week
Length of contract:	9 months fixed term
Start date:	February 2025

Key Objectives

The successful applicant will be a committed, competent and flexible individual able to undertake a range of administrative and practical tasks to enable the effective operation of Birmingham Vineyard Church. Birmingham Vineyard is a thriving, busy multi-site Church which requires excellent teamwork as well as the ability to take individual responsibility for tasks and outcomes. The successful candidate will work closely with the Executive Assistant and Senior Pastors of Birmingham Vineyard.

Responsibilities and Duties

- Work closely with the Executive Assistant to support Senior Pastors in their role

Communications

- Ensure excellent communication in all interactions
- Produce written communication on behalf of the Senior Pastors
- Use programmes such as Canva to produce material

Event organisation / management / diary

- Help with organisation and planning of special events as required
- Respond to event enquiries and organise bookings
- Manage aspects of the church diary planning
- Help with planning and executing events

Office budget management

- Help oversee relevant budgets and any financial procedures.

Admin responsibilities

- Work closely with Executive Assistant to coordinate the Senior Pastors' diary, arranging meetings, sorting travel arrangements, dealing with correspondence and assisting meeting preparation
- Provide research and support to Senior Pastors
- Make purchases and orders on behalf of the Senior Pastors
- Plan agendas, attend meetings, take minutes at meetings as required

Staff team membership

- Play a full part as a member of the staff team, working collaboratively on shared goals and supporting wider ministries of the church as appropriate
- Comply with all Birmingham Vineyard operating policies and procedures

Personnel / HR

- Support senior staff in recruitment and HR processes as required e.g. manage staff annual leave on ChurchSuite
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Person Specification

Skills and Abilities

- Attention to detail with the ability to multitask and prioritise
- Excellent communication, organisational, interpersonal and written skills
- IT literate with experience in and/or ability to learn to use ChurchSuite and Canva

Character

- Delivers on commitments with a flexible and can-do, solution focused approach
- Personal faith with Jesus Christ underpinning a lifestyle of integrity and ministry

Work Pattern/Hours

This is a part-time roll, based on 28 hours per week, (FTE 35 hours) and the job holder will be required to:

- Work during in office hours (9am-5pm, Monday-Friday), and at the office location
- Occasional evening/weekend flexibility as required

Occupational Requirement

This post carries an occupational requirement on the grounds of religion and belief. Candidates applying must be able to demonstrate a Christian belief and value system in line with Vineyard Churches UK & Ireland Statement of Faith. <http://www.vineyardchurches.org.uk/tools/statement-of-faith/>

Eligibility to Work in the UK

The job holder must be able to provide evidence of their eligibility to work in the UK prior to appointment and for the entire duration of employment.

DBS Clearance

The job holder is required to obtain and maintain satisfactory DBS clearance for the entire duration of employment.

Applications

If you would like to apply for this job, please send us your CV and cover letter by 23:59 on 6th of December to executiveassistant@birminghamvineyard.com.

Applicants who progress to the next stage will need to be available for an interview in the weeks after the deadline above. If you are invited to interview for the role, and have any access requirements that we should be aware of, please do let us know so that we can make any necessary adjustments.