

ADMINISTRATION & OFFICE SUPPORT: FIXED TERM, 6 MONTHS

Job Title: Administration & Office Support

Purpose: To provide administrative and operational support to Kingdom Vineyard and its activities

Reporting to: Senior Pastors: Jim & Rachel Cronin

Terms: Part-time: 16 hours per week (0.4 FTE); Fixed-term: 6 months

Salary: £28,000 [Pro Rata] plus pension

Location: The normal place of work will be St David's Centre, Albany Park, St. Andrews, KY16 8BP

KINGDOM VINEYARD

Kingdom Vineyard is a church of around 100 people, based in St Andrews and serving East Fife and the surrounding area. We are a church made up of local residents and university students, children and young people. We run Storehouse, the foodbank that serves St Andrews and the surrounding area. We want to see God bring His Kingdom into East Fife more and more, by faithfully stepping out with Him and carrying His Kingdom, especially to people who don't know Him. In all that we do, we seek to "help people make connections with God".

To make this possible, we are looking for someone to run the communications and the church systems of KV, to assist in planning and delivering events, and to enable the work of the church across all of its ministries, including supporting our Compassion Pastor who manages the foodbank, Storehouse.



The Kingdom Vineyard (East Fife) is a Scottish Charity, SC037042, regulated by OSCR.

OVERALL RESPONSIBILITIES

To provide administrative, operational, and communications support for Kingdom Vineyard and Storehouse, ensuring the smooth day-to-day running of church office systems and Storehouse operations.

Administration

- Manage the communications for Kingdom Vineyard and Storehouse including website management, creation of messaging and graphics to maintain the church and Storehouse's social media presence, WhatsApp communities, booklets, flyers, signs, posters and Sunday notices.
- Assisting with the administration of the church including finance, maintaining staff calendars, monitoring and responding to emails to the church email inboxes.
- Responsible for co-ordination of the church's diary, for venue bookings, and for oversight of the church file system (Google Drive) and database (ChurchSuite)
- Create and maintain Sunday rotas such as Hosting and Service Leading
- Organise and deliver the logistics for church events and conference attendance.
- Administrative support for Safeguarding (including processing PVG applications)
- Administrative support of fundraising

Office Support

- Providing support for the Compassion Pastor and Storehouse (foodbank) volunteer team when an additional KV Staff Team presence is required.
- Provide cover for when Compassion Pastor is unavailable to run Storehouse, including monitoring Storehouse phone/emails, supporting volunteers in running Storehouse sessions and handling any urgent issues.



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THE INDIVIDUAL: SKILLS, EXPERIENCE, ATTITUDES

Essential

- An excellent and self-aware team player, servant hearted, respectful and professional
- A highly sensitive and effective communicator, with excellent verbal and written communication skills
- Comfortable using social media and able to create written and visual content to effectively communicate the vision and activities of Kingdom Vineyard
- A capable and proven administrator with excellent IT skills including experience of website administration, communication management tools and administrative databases or ability to learn new software
- Well-organised and able to work to deadlines under pressure with attention to detail
- Ability to organise meetings and take minutes
- Experience in coordinating volunteer teams
- Ability to maintain utmost confidentiality when dealing with sensitive information
- Current or planned residence in East Fife
- A worshipping member of Kingdom Vineyard church or willing to become one

Desirable

- Full UK driving licence
- Experience using Squarespace
- Ability to create graphics using Canva

OCCUPATIONAL REQUIREMENT

As this role will require the successful applicant to promote the Christian values of Kingdom Vineyard and provide individuals with Christian pastoral support, it is an Occupational Requirement that the successful candidate is a practicing Christian, who regularly attends Sunday church services and can agree with the VCUKI Statement of Faith and Kingdom Vineyard's Ethos Statement.



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