

COVENTRY VINEYARD

Administrator (Maternity Cover)

We are looking for an experienced administrator to join Coventry Vineyard to support our ministry, covering maternity leave for up to 12 months.

The purpose of the role is to facilitate the day-to-day operations of the church in close co-operation with the team, consisting of two Senior Pastors and a part-time Assistant Pastor.

This position requires an exceptional degree of professionalism and the ability to work both in an office base and at times on their own, where multi-tasking, sound decision making, self-motivation and discretion are essential.

Equally the post-holder will need confidence and proven organisational, financial, communication and interpersonal skills. Much of the role involves using computer-based systems and applications - as such strong working experience of MS Office (or Google Workspace) and the ability to learn new systems quickly is essential for the role.

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to share these beliefs, and work actively to support our ministry, mission and vision, preferably joining in the spiritual life of the church. As well as providing effective administration within the church, the post-holder will be expected to be a key face and voice of the church to the wider community.

Vision: We have three values and priorities:
Encourage worship in everyday life
Equip people to live life as followers of Jesus
Express love in practical ways

ROLE DETAILS:

Location: Coventry Vineyard offices, Studio 3 Fargo Village (CV1 2HW) or from home

Hours: 15 hours per week. Term time only arrangement is available upon request.

Salary: The hourly rate for this position starts at £12.21 (National Living Wage), with the potential for a higher rate depending on relevant experience and skills.

Annual Leave: 7.6 weeks pro-rata, which includes 8 Bank holidays

Distribution of working hours across the week can be agreed (although the post holder is expected to work four hours on a Monday to join staff meetings). Some flexibility of hours may be required to attend occasional evening or weekend meetings.

There is also an option to split this role to cover the two key areas separately: Finance (up to 12h/month), and General Admin tasks/communications (12h/wk).

Key Responsibilities

Communications

- Act as first point of contact for incoming emails and telephone calls, representing the organisation, ensuring they are dealt with politely and professionally and followed up by appropriate action.
- Manage all church correspondence, including post, e-mail, and answerphone
- Help produce and distribute the weekly newsletter
- Manage the church's Social media accounts (Facebook and Instagram)
- Help maintain the address book on ChurchSuite

Operations and office management

- Manage office premises, maintaining accurate records of key holders.
- Oversee the maintenance and purchase of office equipment.
- Oversee insurance requirements, renewals, and claims, and act as the main point of contact with insurers.
- Act as a liaison with organisations used as venues for Sunday gatherings and managing any records required.
- Support Trustees to ensure that Staff records are maintained appropriately.
- Assist the Chair of Trustees with general administrative tasks and support with any Human Resources tasks as requested.
- Minute quarterly Trustee meetings
- General administrative tasks such as maintaining records and securely disposing of hard data.
- Co-ordinate the church diary e.g. booking events onto the Calendar
- Order supplies for church ministry including stationery
- Work with Assistant Pastor to manage copyright licence applications and requirements
- Provide general administrative and occasional project support to the Senior Pastors and Staff team
- Attend Staff meetings

Finance

- Oversee office/admin budgets
- Processing invoices and expenses
- Bookkeeping
- Banking (including paying in cash)
- End of month reporting to Finance Manager
- Gather updates from ministry coordinators and put together into Annual Trustees' Report document
- Manage and liaise with payroll, pensions, HMRC, and ChurchSuite Giving
- Process Gift Aid claims
- Liaise with banks and investment

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Senior Pastors and Trustees.

To Apply: Please submit your CV and a covering letter explaining how you fit the role to: office@coventryvineyard.org.uk

Applications Deadline: 11:59pm on Wednesday 23rd July 2025

Interviews: Monday 4th August 2025 (over Zoom)

Expected Start Date: 1st September 2025 (open to an earlier start date)

Person Specification	Demonstrated/ tested
<p>Essential Skills/Experience:</p> <ul style="list-style-type: none"> o Communication: Excellent verbal and written communication skills, with the ability to communicate clearly and professionally with diverse audiences. o IT Proficiency: Strong computer skills, including proficiency in Microsoft Office Suite (Word, Excel) and/or Google Workspace (Docs, Sheets), and experience with databases and other relevant software. o Organisational Skills: Ability to prioritise tasks, manage time effectively, and maintain organised workflows. o Problem-Solving: Ability to identify and resolve issues independently, escalating complex problems when necessary. o Interpersonal Skills: Ability to work effectively with others, build relationships, and maintain a positive and helpful attitude. 	<p>Written exercise and interview</p> <p>Written exercise and interview</p> <p>Interview</p> <p>Interview</p> <p>References</p>
<p>Desirable Skills/Experience:</p> <ul style="list-style-type: none"> o Experience in a similar role: Previous experience in an administrative or office support role is preferred. o Knowledge of specific software or systems: Familiarity with: <ul style="list-style-type: none"> ChurchSuite (particularly as a back-end User) Financial software (Sage, or similar) 	<p>Personal statement, interview and references</p> <p>Interview</p>
<p>Personal Qualities:</p> <ul style="list-style-type: none"> o Professionalism: Maintaining confidentiality, demonstrating integrity, and representing the organisation effectively. o Flexibility: Adaptability to changing priorities, and the ability to work effectively under pressure. o Initiative: Proactive approach to tasks, and the ability to work independently with minimal supervision. o Attention to Detail: Ensuring accuracy and completeness in all tasks. o Teamwork: Ability to collaborate effectively with colleagues and contribute to a positive team environment. 	<p>References, interview and personal statement</p>