

COVENTRY VINEYARD CHURCH - OFFICE MANAGER

We are looking for a gifted, experienced and skilled administrator to join Coventry Vineyard Church to support our ministry.

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

This position requires an exceptional degree of professionalism and the ability to work in an ever changing environment and also 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 and the ability to learn new systems quickly is essential for the role and website development would be an advantage.

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: To show our generation how to follow Jesus

Our three key values are:

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, 1 Mill Street, Coventry, CV1 4DF

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

Salary: £18,000 p/a pro-rated

Annual Leave: 38 days pro-rata, which includes 8 Bank holidays

Distribution of working hours per day can be agreed (although the post holder is expected to work four hours on a Friday to prepare for the weekend activities). Some flexibility of hours may be required to attend occasional evening or weekend meetings.

KEY RESPONSIBILITIES

Office Management and Planning

- Manage finances including, payment of rents for Church premises, cash record of money collected on Sundays, banking, bank statement checking, gift aid claims and expense claims
- Manage payroll and pensions files in conjunction with service suppliers
- Co-ordinate annual people processes e.g. performance reviews and keep personnel records up to date
- Review and implement procedures to ensure clear, efficient and effective office operations
- Co-ordinate the church diary e.g. arranging appointments, maintain and coordinate rotas
- Order supplies for church ministry including stationery
- Manage copyright licence applications and requirements
- Provide general administrative and occasional project support to the Senior Pastors and staff team

Communications

- Manage all church correspondence, including post, e-mail, and answerphone
- Ensure internal notice boards are kept tidy and up to date
- Manage the production of publications including Welcome Packs and termly Life Group brochure
- Produce and distribute the weekly newsletter
- Manage the church's website keeping it up to date and developing it when necessary
- Manage the church's Social media such as Facebook
- Maintain the address book on Church Suite
- Act as first point of contact for all enquiries whether in person, by phone, post, email etc. ensuring they are dealt with politely and professionally and followed up by appropriate action

Building and Assets maintenance and development

- Manage Mill Street premises and lettings, overseeing the cleaning contract, maintaining accurate records of key holders and resolving any conflicts relating to the use of premises
- Manage the church van including insurance, service, tax and MOT and invoice people who use it for private use
- Advise the Trustees on matters relating to furniture, resources, equipment etc and provide administrative support for any purchasing
- Oversee the maintenance of equipment in the Church Office and comply with any maintenance and service contracts held by the church, (e.g. Alarm services, Fire Alarms, Boiler maintenance etc)
- Communicate effectively and regularly with the Buildings Manager about the state of the premises, maintenance requirements, health and safety concerns and provide administrative support including record keeping,
- Oversee insurance requirements and act as main point of contact with insurers
- Provide a point of contact for any contract work

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

For Further details contact Nick Darlington at CAP@coventryvineyard.org.uk

Closing Date: 13 April