

<b>Job Title:</b>	Administration and Communications Assistant
<b>Location:</b>	Birmingham Vineyard Church
<b>Department:</b>	Office
<b>Reporting to:</b>	Staff Team Member
<b>Salary:</b>	Between £21,500 and £24,500pa depending on experience
<b>Work Hours:</b>	35 hours per week, 9am-5pm Monday-Friday;

## THE ROLE

The successful applicant will be a creative, 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 and multi-faceted Church which requires excellent teamwork as well as the ability to take individual responsibility for tasks and outcomes.

---

## RESPONSIBILITIES AND DUTIES

### Administrative

- Telephone answering
- Responding to general enquiries
- Letter writing, filing, printing, photocopying, preparing and binding reports
- Production of event materials e.g. flyers, posters
- Database upkeep, including records of teams, small groups, and individual data
- Processing safeguarding applications and other confidential information essential to the running of the church
- Record keeping and production of stats and reports (e.g. for Trustees)

### Logistical

- Door answering
- Set up for events including equipment and refreshments
- Managing event volunteers
- Assisting with building upkeep projects
- Collating and updating service running orders and scripts and communicating with teams and service leaders ahead of Sundays
- Organising resources for teams at Sunday services and other events across different sites
- Collating and uploading notes for use by small groups each week
- Supporting speakers for Sundays and other events with resources such as slides
- Cleaning up and clearing up spaces after use
- Site stock checks and refreshing
- Ordering and receipt of goods
- Liaising with external hirers and others who use the building, resourcing and supporting them as necessary
- Opening up and closing down building in the absence of other events and staff

### Social Media & Communications

- Liaising with staff and volunteer leaders about events comms and helping to promote events and ministries
- Helping to write/edit Sunday notices and other communications content
- Overseeing, strategically planning, and delivering content across different platforms such as Facebook, Twitter, Instagram, Tiktok and YouTube, adapting content to suit different channels; and using scheduling tools and other means to ensure high quality content
- Creating, and overseeing creation of, engaging multimedia content across multiple platforms
- Managing and facilitating social media communities by responding to social media posts and developing discussions
- Monitoring, tracking, analysing and reporting on performance on social media platforms using tools such as Google Analytics and Facebook insights
- Communicating with other staff on their social media needs for events they are running, and in the delivery of other engaging content.

## **Integration**

- Connecting by telephone, text message and/or email with new people
- Encouraging & equipping new people to find small groups, serving teams and/or relevant courses to further their walk with Jesus
- Administrative support for Sunday welcome teams and discipleship courses.

## **Supporting Church Ministry Areas**

- Participating in staff prayers, meetings and training aligned to the mission of the Church
- Providing ad-hoc administrative support to other ministry areas, in conversation with line manager
- As a member of staff, representing the mission of the Church, to the Church and the wider world.

## **Other Responsibilities**

- Be able to comply with all the organisation's operating policies and procedures
- Represent and uphold the values and distinctives of the organisation
- Contribute to the effective running and development of the organisation
- Undertake any training or personal development as required
- Any other duties reasonably requested by your Line Manager.

**PERSONAL SPECIFICATION**

		<b>Essential</b>	<b>Desirable</b>
<b>Character</b>	Be a committed follower of Jesus with a vision and passion for the Church	✓	
	A servant heart and a team player	✓	
	Discreet and sensitive	✓	
	Commitment to the vision and aims of the church	✓	
	Friendly, hardworking, teachable, adaptable and fun	✓	
<b>Experience</b>	Proven experience in undertaking administrative tasks	✓	
	Experience of working in a team and according to own initiative	✓	
	Working with varied and constant demands	✓	
	Familiar with church operations		✓
	Be a member of Birmingham Vineyard Church		✓
<b>Knowledge</b>	Have a working knowledge of IT and website packages (e.g. Squarespace)		✓
	Have some knowledge or experience with HR processes and people management (voluntary or salaried)		✓
	Have some working knowledge of social media and communications strategies		✓
<b>Skills</b>	Able to work office hours with effective time management skills	✓	
	Ability to communicate effectively in writing and verbally to a variety of audiences	✓	
	Able to be hospitable and relate well to a wide variety of people	✓	
	Ability to work on own initiative and as part of a team	✓	
	Able to undertake physical tasks, moving boxes, setting out chairs, cleaning and clearing spaces	✓	
	Good IT skills – email, word processing, social media, cloud based applications	✓	
	Ability to take initiative, be self-motivated, plan own workload		✓
	Ability to manage other people including volunteers		✓

## **TERMS AND CONDITIONS**

### **Work Pattern / Hours**

The role is based upon 35 hours per week and the job holder will be required to:

- Primarily working office hours (9-5 Monday-Friday) to provide cover to phones and callers
- Occasionally attend evening events and Saturday/Sunday events, taking time off in lieu of extra work (with hours worked not to exceed an average of 35 per week over any given two-week period).

### **Contract Period**

This is a permanent contract with a 3-month probationary period.

### **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 enhanced clearance for the entire duration of employment.

---

## **APPLICATIONS**

If you would like to apply for this job, please email a CV including at least 2 references and a covering letter explaining how your skills and experience fit the job description. Please email [info@birminghamvineyard.com](mailto:info@birminghamvineyard.com) or call 0121 622 1230 if you would like more information.

The closing date for applications is Monday 20th February 2023.

Initial interviews are provisionally planned for the week commencing Monday 27th February 2023.