

MULTIPLY ADMINISTRATOR

Job Description

October 2024

Job Title: Multiply Administrator

Purpose: The post holder will provide administrative and practical support.

Reporting to: Church Planting Discernment Lead

Terms: 11.25 hours per week Part time position on a fixed term basis. This job description should be viewed in conjunction with a contract of employment (for terms of employment). While the hours are flexible, half a day would need to be on Tuesday or Wednesday morning.

Salary: £24,559 per annum on a pro rata basis

Location: Working remotely

Overall Responsibilities

The post holder will provide administrative and practical support to the Church Planting Discernment Lead, assisting them in the varying roles and responsibilities under the oversight of Vineyard Churches UK and Ireland (VCUKI) as required.

Events

- Collaborate with Church Planting Discernment Lead to organise and execute events both nationally and online

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- Attending national and online events to assist with signposting, the Multiply stand and lunches

Administration

- To assist the Church Planting Discernment Lead by providing support to all the administrative aspects of their role, including scheduling, communications, information recording and storage, in a proactive and attentive manner.
- Draft, as appropriate, outgoing correspondence and documents that are the direct responsibility of the Church Planting Discernment Lead, following discussion with them.
- Manage, organise and route the Multiply Email account.
- Communicate with internal and external members on behalf of the Church Planting Discernment Lead.
- Book training courses, conferences and make any necessary travel arrangements.
- Work alongside the Church Planting Discernment Lead to ensure the development of a balanced process for church planting
- Managing, monitoring and tracking the database for those in the Church Planting process
- Reviewing and writing documents and processes for Church Planting
- Proficient in database management
- Attend and actively participate in relevant meetings and training.
- Ensuring data protection guidelines are followed
- To be flexible as the job changes, taking on new areas, relinquishing others as the team develops and responsibilities change.

Occupational Requirement

As this role will require the successful applicant to promote the Christian values of the Vineyard church movement 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 Ethos Statement.