



**Church Administrator**  
**Lagan Valley Vineyard**  
Job Advertisement

**An exciting opportunity has arisen for a Church Administrator role at Lagan Valley Vineyard.**

This role will serve the ministry of Lagan Valley Vineyard through effective administration and quality communication from the office to both the church and wider community. With proactivity and good attention to detail, the ideal candidate would display strong interpersonal skills, working as a team player in a dynamic ministry environment.

Competent in I.T., email and social media communication, the ideal candidate will be a self-starter, well organised and methodical.

Lagan Valley Vineyard is a vibrant family on mission in Northern Ireland of approximately 500 people. Our dream is to see the life of Jesus come to every person and every part of our region. We don't simply want to have a great church, we want to see the flourishing of the Lagan Valley. We are deeply committed to understanding the local church as a family on mission learning to proclaim and demonstrate the gospel of the Kingdom wherever we find ourselves.

The Church Administrator is the first person within LVV that the wider community interacts with, it is therefore essential that this person functions with a high degree of professional courtesy, Christian compassion and wisdom in their approach to their role, playing an active role in the life and witness of the church.

This is a part-time, permanent post of 21 hours per week that equates to 3 days per week, with a salary of 5% above minimum wage.

**To request more information, including a full job description, please email [stuart@laganvalleyvineyard.com](mailto:stuart@laganvalleyvineyard.com).**

**Application Details**

To apply, please email an up to date Curriculum Vitae together with a covering letter explaining why you feel you are suitable for this post to [\*\*stuart@laganvalleyvineyard.com\*\*](mailto:stuart@laganvalleyvineyard.com)

**Closing date for applications:** Monday 2nd November 2020

**Interviews** *will be held on the 5th and 9th of November.*

