



Church Office Administrator

Lagan Valley Vineyard

Job Description

Role: Church Office Administrator

Location: Church Office (54 - 56 Bachelors Walk Lisburn BT28 1XN)

Line Manager: Stuart Bothwell (Associate Pastor)

Salary: 5% above minimum wage

Hours of Work: 32 hours per week

Start Date: October 2023

Lagan Valley Vineyard is a vibrant family on mission based in Northern Ireland. 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.

Job Summary

To serve the ministry of Lagan Valley Vineyard through effective administration and quality communication.

To play an active role in the life and witness of the church, including being willing and able to give account of faith in Jesus and share the good news of Jesus with others.

To support the Lagan Valley Vineyard Staff Team through administrative tasks.

To provide high quality office reception duties in the form of telephone answering and greeting visitors, at all times representing the Christian ethos of the church, often as first point of contact.

To manage the administration of and maintaining records relating to utility suppliers, relevant site & facilities contracts and legislative bodies.

The right person for this position should be attentive, patient, willing to learn and work well as part of a team and as an individual. They must be flexible and gracious enough to deal with the dynamic environment of a church office.

Key responsibilities:

General Administration:

- Supporting the staff team to ensure the office continues to operate with a high level of excellence.

- Various forms of data input into church database.
- Photocopying, scanning and printing.
- Maintaining records, filing systems and computer files.
- General reception duties, by phone, email or in person - providing a warm welcoming and professional greeting to all members of public and staff, seeking opportunities to represent well the Christian ethos of the church.
- Management of central church email account.
- Taking regular inventory of office and stationery supplies and ordering replacements as required
- Assisting Staff Team in ordering materials and resources.
- Managing church cleaners.
- Oversight of office calendar to manage and communicate meetings with staff, volunteers and guests.
- Assist and support Lead Pastor and Associate Pastors in managing calendar and requests as well as other admin duties as required.

Event Admin:

- Oversee church-wide calendar, flagging any clashes to Associate Pastors.
- Providing administration and communication support of church wide events, and other events that need input from church office.
- Management of venue bookings.
- Updating and inputting all event related info into Churchsuite.

Venue Admin:

- Ordering any/all cleaning supplies to enable the church venue to function including overseeing putting the bins out when required and managing the cleaners.
- Ordering and maintaining stock for venue catering.
- Ordering and maintaining oil for venue heating and booking annual boiler services.
- Overseeing general health and safety requirements for venue and office buildings.

Churchwide Admin:

- Ensuring rotas from each department are inputted into Churchsuite.
- Inputting of all church wide events into the Churchsuite calendar.
- Assist and support Lead Pastor and Associate Pastors in other church wide communication, booking and corresponding with visiting speakers and guests.

Periodically we expect there to be other duties not listed above that this role will require.

We understand that for many people the Church Administrator is the first person within LVV that they interact 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.

Personal Specifications

	Essential	Desirable
Qualifications	5 x GCSES (or equivalent) at grade C or above including maths	
Experience	Experience in working alongside and supporting volunteers Administration experience I.T. experience Experience in using database platforms for administration purposes	Experience in specifically using Churchsuite for administration and communication purposes

<p>Skills</p>	<p>Excellent written, email and verbal communication skills</p> <p>Able to work on own initiative</p> <p>Able to work as part of a team</p> <p>Able to understand and follow policies and procedures</p> <p>Good attention to detail, well organised and proactive</p>	<p>Ability to plan events</p>
<p>Personal / Character</p>	<p>Demonstration of faith in Jesus and acceptance of Lagan Valley Vineyard's Statement of Faith</p> <p>Compliance with Lagan Valley Vineyard's ethos statement and other policies</p> <p>Willingness and ability to express Lagan Valley Vineyard's unique values and priorities</p> <p>A welcoming, hospitable and approachable personality</p>	<p>Knowledge and experience of the Lagan Valley Vineyard Church community</p>

At LVV we hire for character, competence, chemistry and culture.

Character – You have to love Jesus, love the church and be committed to our mission here at LVV.

Competence – You must be an outstanding person with a high level of gifting and ability.

Chemistry – You must be a relational fit with our team, particularly those you will be working closely with.

Culture – You must be someone who will engage with, embrace and impart the culture of Lagan Valley Vineyard.

Application Details

To apply, please submit an application form (*accessible via laganvalleyvineyard.com/join-our-team*), to andy@laganvalleyvineyard.com.

Closing date for applications: Monday 25th September 2023 at 5pm