



Communications and ministry support officer

"Church at the heart of the community"

Emmanuel Church Bicester is a lively and growing church in north west Bicester. We are looking to extend and develop our administration team - a key part of our vision is to have an effective support structure, we call it the 'Trellis', that will enable the other church ministries to continue to grow and develop.

We are seeking an individual to manage and oversee all aspects of the communications of the church and support the ministers of the church in their day to day duties. Past experience in a similar environment or role is a pre-requisite.

The successful candidate will:

- | Be a completer finisher with great attention for detail and a proven ability in forward planning.
- | Have experience in a similar environment.
- | Have ability and desire to work closely with the Team Vicar and Pioneer minister.
- | Have a vibrant Christian faith with the initiative and drive to take forward this area of ministry, as an integral part of the church's vision and development.
- | Be an excellent communication and have good people skills.

The role is initially 14 hours per week, moving to 21 hours in due course and offers competitive terms and conditions. The role is a one year initial contract with a view to it becoming a permanent position in the future.

The employer claims exception under the Equality Act 2010.

For further information or an informal chat please contact Ian or Erika Biscoe:

phone Ian 07971 519234 or Erika 07867515900

Application forms and supporting information are available from the office administrator@emmanuelbicester.org.uk and our website: www.emmanuelbicester.org.uk

Closing date for applications is Friday 16th November 2018.

Interviews will begin from Friday 30th November 2018.

Completed application forms can be emailed to administrator@emmanuelbicester.org.uk or posted to Emmanuel Church Office, 2 Barberrry Place, Bicester, OX26 6ST



Communications and ministry support officer's roles and responsibilities

General Admin	Responding to General Enquiries via phone, post, email and in person
Communication	Prepare Weekly newsletter
	Circulate notices via Churchbuilder as required
	Prepare Notices PowerPoint for weekly services
	Create publicity fliers for events as required
	Update ECB website regularly
	Update Welcome screen as appropriate
	Update welcome pack & associated paperwork
	Use Social Media (Facebook, Twitter etc.) to communicate Church activities & Events
PCC Support	Act as point of contact for Oxford Diocese
	Prepare Agenda for PCC
	Collate Papers for PCC
	Plan PCC Meetings
	Take minutes at meetings, circulate etc.
	Prepare all paperwork for APCM, ensuring timescales are adhered to
	Update information on Charity Commission website re: Trustees etc.
	Update Electoral Roll and report figures
	Submit Stats for Mission to Diocese annually
Vicar Support	Diaries
	Event Planning
	PA Support
Pioneer minister support	Diaries
	Event Planning
	PA Support
Teams support	Produce publicity as required
	Order resources & supplies as required
	Other admin support
Unplanned Support	Team support
	Event Support
	Clergy Support
Crisis Management	Reactive support to crucial events



Vision and values of Emmanuel Church Bicester

It is our vision and desire at Emmanuel church Bicester to lead people into a position where they can experience fullness of life through faith in our Lord Jesus Christ and find healing and wholeness in the power of the Holy Spirit. Pastoral care will be a priority for us over the next year, while continuing to reach out into the local community.

Since opening the church building and setting up the ECB leadership teams over five years ago we believe we need to transition our current structures to enable the continued growth of ECB over the next five years. This will include developing the main church campus at Bure Park, Elmsbrook church planting, the Orpine Close Missional house and Cherish women's ministry.

We have agreed to prioritize pastoral care in this current season and want to respond well to the survey information recently received.

The vision is based around two ongoing principals used regularly around ECB over the last few years. 'The fivefold ministries' as set out in Ephesians chapter 4 and the Trellis and the Vine model first introduced to us by John Williams.

The trellis and vine model is the thinking that we need an effective administration structure to support the five-fold ministry at ECB but this needs to be subservient to the ministry and its main focus is to enable the ministries of the church to grow and flourish.

This Trellis ministry falls broadly into three areas;

1 – Legal structures of the Church of England
Parochial Church Council known as the PCC
Standing Committee
Church Wardens

2 – Building care and management
The Building team
Church Cleaner
Church caretaker

3 – Administration and Communications
Administration
IT support and systems

Version 1

PERSON SPECIFICATION

Job Title: Communications and ministry support officer

Criteria	Essential	Desirable
Relevant Experience	<p>General office experience managing complex diaries and forward planning.</p> <p>Worked within teams and in unsupervised situations.</p> <p>Production of leaflets/fliers and power point slides.</p>	<p>Personal Assistant experience in business or the charity sector.</p> <p>Understanding and experience of Church of England and Charity Commission systems and structures.</p>
Skills and competencies	<p>Able to plan ahead and work effectively to deadlines.</p> <p>Able to work closely with Team Vicar and Pioneer Minister.</p> <p>Computer literate.</p> <p>Able to interact positively with church members and the general public.</p> <p>Ability to keep sensitive information completely confidential.</p>	<p>Creative design skills for leaflets, websites and Social media.</p> <p>Minute taking in large meetings.</p>
Circumstances	<p>You will be part of the Church Staff team and an active participant in Church life. As such we are looking for someone with an active evangelical faith.</p> <p>In addition to two standard referees you will provide the name and contact details for the Minister/Vicar of the church you regularly attend.</p>	

APPLICATION FORM

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. **ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL.** Curriculum vitae will not be accepted. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

1. POSITION APPLIED FOR:

2. PERSONAL DETAILS

Surname:	Telephone number (Home):
Forenames:	Telephone number (Mobile):
Title:	Telephone number (Work):
Address:	Postcode:

<p>Do you have the right to work in the UK? Note: the company will require proof of this right before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996</p>	Yes	No
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3. EDUCATION

From	To	Type of School (i.e. Grammar/Secondary)	Examinations taken and Qualifications Gained (Specify Grades)

4. FURTHER/ HIGHER EDUCATION

From	To	Name of Institution (state if Full or Part Time)	Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)

5. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Date Joined	Institute/ Organisation	Grade of Membership (Where appropriate)

6. EMPLOYMENT RECORD (Please list chronologically, starting with current or last employer)

Name and Address of Employer and Nature of Business:	From: To:	Job Title: Job Function/ Responsibilities:	Final Salary and Reason for Leaving

7. TRAINING

Details of training courses attended and awards achieved, including dates, if appropriate:

8. SUITABILITY FOR THIS POSITION

Please detail your suitability for this position under the relevant headings below stating when and where skills and experience were gained.

Criteria 1 - Qualifications/Attainments

Criteria 2 - Relevant Experience

Criteria 3 - Skills and competencies

Criteria 4 - Circumstances

9. DISABILITY DISCRIMINATION ACT 1995

If you require any special arrangements to be made to assist you if called for interview, please let us know in advance of the interview.

10. REFEREES

Please give the details of two work related referees, including your current or most recent post. Referees will not be contacted without your prior approval.

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone No.:	Telephone No.:
Nature of Relationship:	Nature of Relationship:

11. VERIFICATION OF INFORMATION

I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.

Signature:

Date: