

Compassion Ministries Coordinator

Job Title: Compassion Ministries Coordinator

Location: Birmingham Vineyard Church

Main Purpose: To provide leadership & administrative oversight of all aspects of the Compassion ministries, and to further develop Birmingham Vineyard as a compassionate worshipping community that makes a difference in our city.

Reports to: Member of the senior leadership team

Pay: £25,000-30,000 FTE depending on experience, pro-rata

Hours of work: 21 hours per week (0.6 of full-time), flexible Monday to Friday. Occasional evening/weekend team meetings and leaders' meetings will be required (in lieu of some midweek hours).

Responsibilities & Duties

- To provide leadership & administrative oversight to the Compassion ministries of Birmingham Vineyard* in line with the vision, values & culture of the church.
- To organise and lead team meetings and prayer times and to plan and oversee the delivery of team training.
- To be an active member of each of our Compassion ministries, providing support and coaching to volunteer leaders and future strategy to Compassion as whole at BV.
- To build teams & develop leaders in line with the leadership ethos & practices of the church, liaising with other pastoral staff leaders.
- To liaise with external agencies, including venues and suppliers and negotiate contracts.
- To create a cohesive compassion culture within Birmingham Vineyard which includes specific Compassion ministries, individual compassion projects and developing a heart of compassion as part of discipling BV's congregations.
- To review the strategic direction of the Birmingham Vineyard Compassion ministries, ensuring good organisational connections between projects and develop each ministry further.
- To manage the budgets of each Compassion ministry and to support volunteer leaders to actively manage stock, assets and teams, and to actively seek further grants and other monies to further the compassionate work of BV.
- To ensure best practice for all Compassion teams, including good health & safety, safeguarding and food hygiene across all our Compassion ministries and to look after their wellbeing.

*Currently, these are: Growbaby (East and City Centre drop-ins), Foodbank (centralised and emergency champions), Tuck-In Tuesday, Safe Families.

Other requirements

- Carry the church's culture of Christian values & practices into all aspects of the role including interactions with external parties, compassion clients, church members and staff team.
- Play a full role in the Christian practices of the team, e.g. prayer & worship times, demonstrating a clear, personal commitment to the Christian faith**
- Travel easily between Compassion ministry operations in all three of our sites and at offsite venues (requires a car and license).
- Comply with our operating policies/procedures, including Health & Safety and safeguarding policies.
- Contribute positively to the effective running and development of the church.
- Undertake any training or personal development as required.
- Any other duties reasonably requested by your Line Manager.

**There is an occupational requirement for this role to be carried out by a Christian, able to subscribe to the Statement of Faith of Vineyard Churches UK&I:

<https://www.vineyardchurches.org.uk/resources/statement-of-faith/>

Personal Specification

ITEM	ESSENTIAL	DESIRABLE
Qualifications	A passing grade in 2 or more A levels	University Level Degree
Special skills	Experienced in communication with adults Experienced leading volunteers &/or teams Ability to work on macro & micro level Problem solving Driving license Motivational	Good communication with children Adaptability Experience in mentoring & coaching
Work, volunteer or personal experience	Previous experience of leading people Previous experience of a Compassion-related role or of receiving Compassionate help	Ministry in a church context Active family or community leadership experience
Knowledge	Safeguarding Culturally aware	Biblical / doctrinal Benefits system Immigration law / practice
Special factors relevant to the post	Adherence to the Statement of Faith of Vineyard Churches UK&I Adherence to the Vision/Values of Birmingham Vineyard Church Clear DBS Strong personal faith	
Competencies	Team leadership Organisation & administration Good computer skills Building teams & developing leaders Able to prioritise Able to work as part of a team	Social media competent Database experience

Contract Period

This is a permanent contract with a 6-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.

References

Any offer of employment will be subject to two satisfactory references being obtained.

Applications

To apply for this position please complete the application form and send to Becky Stamps at
becky@birminghamvineyard.com

The closing date for applications is January 21st at 23:59

Birmingham Vineyard is an equal opportunities employer: if you have any specific accessibility requirements that we may need to consider, please let us know before your interview and we will endeavor to accommodate you.