

Production Coordinator Job Description



Location: Birmingham Vineyard Church

Reporting to: Worship Pastor

Salary: Between £21,000 - £25,000 per annum (Pro Rata) depending on experience

Work Hours: Part-time (21hrs per week), 12-month contract with possibility of extension, including Sundays

Key Objectives:

To oversee production elements of Sunday services, across multiple sites and online, ensuring high quality delivery and minimising distractions, enabling people to meet with God through church services. Birmingham Vineyard is a thriving, multi-site church which requires excellent teamwork as well as the ability to take individual responsibility for tasks and outcomes.

Role Responsibilities

- Overseeing the delivery of Sunday services, including one live-stream, and weekly podcasts
- Overseeing and actioning the recruitment, training and monitoring process for the Production Team across all sites
- Involved in the pastoral care, spiritual development, and discipleship of the Production Team across all sites
- Resourcing all sites with appropriate production gear, and delivering training for that gear
- Developing quality & excellence in our production elements
- Working with the Worship Pastor to create and deliver excellent special services that serve as spaces for congregation members to invite friends
- Overseeing the production budget and upkeep of production gear

Personal Specification

Technical	Proficiency in multiple disciplines of production, e.g. audio mixing, video editing, camera operating	Essential
	Experience of live production	Desirable
	Experience working with, and overseeing, volunteer teams	Desirable
	Highly adaptable and able to work under pressure	Essential
	Able to effectively manage working time	Desirable
	Able to communicate effectively in writing and verbally to a variety of audiences	Desirable
	Able to work on own initiative, be self-motivated and plan own workload; and able to work as part of a team	Essential
	Able to undertake physical tasks, moving gear, setting up stages etc.	Essential
Character	Highly motivated and able to take initiative	Essential
	Passionate about developing, working with, and working through a volunteer team	Essential
	A fast learner, a developer, with a critical eye focussed on excellence, who has the ability to encourage, train and build up volunteers.	Essential

	Be a committed follower of Jesus with a vision and passion for the Church	Essential
	Commitment to the vision and aims of the church	Essential
	A servant heart and a team player	Essential
	Friendly, hardworking, teachable and adaptable	Essential
	Has a desire to grow in character and leadership.	Desirable

Personal Development

Through this role, the employee will gain:

- Leadership experience through mentoring others
- Leadership insight from contact with the church's Leadership Team
- Development of own creative skills
- Development of problem solving and teamwork skills
- A greater variety of practical knowledge through being involved in a wide number of events

Work Pattern/Hours:

The role is based upon 21 hours per week, and the job holder will be required to:

- Work every Sunday (except for Annual Leave)
- Outside of a Sunday, work primarily in office hours (9am-5pm, Monday-Friday), and at the office location (occasional working from home may be possible, as agreed with Line Manager)
- Occasional evening/weekend flexibility as required
- Unpaid leave as agreed with Line Manager

This role will have 25 days of Annual Leave (Pro Rata), plus statutory bank holidays (Pro Rata)

Occupational Requirement

This post carries an Occupational Requirement on the grounds of religion and belief. Candidates applying must be able to demonstrate a Christian belief and value system in line with Vineyard Churches UK & Ireland Statement of Faith.

<http://www.vineyardchurches.org.uk/tools/statement-of-faith/>

This post also carries a requirement to attend Birmingham Vineyard Church

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 clearance for the entire duration of employment.

Applications

If you would like to apply for this job, please email a CV including at least 2 references and a covering letter, explaining how your skills and experience fit the job description. Please email info@birminghamvineyard.com or call 0121 622 1230 if you would like more information.

The closing date for applications is Sunday 20th August 2023.

Initial interviews are provisionally planned for the week commencing Monday 21st August 2023, or Monday 4th September (availability dependent).

If you are invited to interview for the role and have any access requirements that we should be aware of, do let us know so that we can make any necessary adjustments.