

City of Edinburgh Methodist Church

Scottish Charity Number: SC039655

**Part-time Vacancy
Permanent**

Nicolson Square, Edinburgh

Church Administrator – (15 hours per week)

FTE Salary £ 17,381

Actual Salary Pro-rata £ 7,449

Background

The City of Edinburgh Methodist Church (CEMC) is a Methodist Church serving a congregation of approximately 200 members and adherents across the Lothians and beyond. It is part of the Forth Valley Circuit and the Scotland District. CEMC enjoys a rich worship life and supports a number of different groups and activities throughout the week.

Situated in the heart of Edinburgh, CEMC seeks to serve the city through engaging with the community in various ways such as hosting Soul Food community meals in partnership with Edinburgh City Mission and providing chaplaincy to the University of Edinburgh and Edinburgh City Council. CEMC's building in Newington is also known as Nicolson Square Venue, an events and conference centre which is being managed by an independent company and is in its early stages of development.

We are a church looking to grow, serve and develop by sharing God's love through working with and for others. The post holder will contribute to the implementation of our mission.

Key Responsibilities

Support communication within CEMC

- draft and disseminate communications to members/adherents on behalf of the church, including weekly emails regarding worship arrangements
- maintain mailing and pastoral lists
- maintain and update social media channels and website
- contribute to the development, implementation and improvement of church communications such as regular newsletters

Provide operational support of Sunday worship and other church activities:

- liaise with local preachers/ministers/organist/readers and others involved in leading worship, including dealing with and forwarding queries and information as appropriate
- arrange provision of facilities/AV and other requirements for worship
- create and update service sheets/notices/slides etc. for worship services
- provide support for online worship, including arranging set-up of Zoom events, YouTube streaming etc.
- manage booking system for Sunday worship, including phone and online bookings
- take minutes at church committee meetings, collate and disseminate papers
- act as first point of contact for the wider community and general public, including enquiries regarding weddings/baptisms/funerals

Day-to-day administrative support of CEMC staff and volunteers

- monitor church email account
- provide support for monitoring and evaluation activities, including accurate keeping of records
- update image and music licensing to comply with copyright legislation
- adhere to GDPR legislation and confidentiality requirements and support the wider church in doing so

Experience of working in a similar environment is desirable, though not essential.

You will need to have:

- a thorough working knowledge of Microsoft Office Suite
- good time management skills and the ability to work without direct supervision
- able to form strong working relationships
- the ability to deal professionally and sensitively with a wide range people both within and outside of the church
- confidence in the use of social media platforms

If you are enthusiastic, highly motivated, and like to do a good job working as part of a team, then we would like to hear from you.

The post holder will be expected to hold personal values in line with those of the Methodist Church and the Christian faith

The application pack as well as more information about the City of Edinburgh Methodist Church are available on: <http://edinburghmethodist.com/wp/vacancies/>

Please submit your application by 27th of August 2021.

Interviews are anticipated to take place on 7th of September 2021.