Administration and Community Liaison Officer

Person Specification:
E: Essential / D: Desirable

Personal attributes		
Conscientious, hardworking, thorough		E
Pro-active, positive, energetic and flexible		E
Able to think strategically and consequentially, and to implement strategies	E	
Innovative problem solver		E
Empathetic, with the ability to communicate effectively at all levels	E	
Enthusiasm to support and understanding of the issues and opportunities of small charities undergoing organisational change		E
Ability to work constructively in a team		E
Ability to support and encourage volunteers positively	D	

Skills		
Competent IT skills in Office software and social media tools	E	
Excellent communication and presentation skills		E
Excellent interpersonal skills with the ability to work in a team		E
Excellent time management skills with the ability to work on your own initiative		E
Good financial management skills including the ability to develop and maintain financial and administrative systems		E
Skills which enable you to be active in fund raising		D
A good understanding of Christian culture and/or the wider charity sector	D	

Experience		
Proven ability to manage administrative functions and duties		E
Experience of working in an administrative or project management role		E
Experience in dealing with people from a wide range of backgrounds		E
Experience of creating teams and leading teams		E
Experience of managing and encouraging volunteers in a charity sector context		D
Experience of working in a church environment		D
Experience of living and working in a multicultural / multi-faith community	D	
Experience of working with grant funding bodies / applying for funding		D

Other		
Sympathetic understanding of the Christian faith and willing to work in line with the vision and ethos of Epainos Ministries		E
Willingness to work unsociable hours at times		E
Practical knowledge and understanding of our community	D	
Practical knowledge and experience of the National Lottery Heritage Fund	D	

Role:
Project Administration and Community Liaison Officer.

Title:
Restoring to Use. New Testament Church of God – Holy Trinity church,
Mile End, London, E3

Summary:
This is the first phase of a development project to restore the listed church building, bringing it back into active use.

Main text:
Fixed term contract for 1 year, working 2.5 days per week.

Epainos Ministries is a New Testament Church of God (NTCG) Church in Mile End. The NTCG was established to support the propagation of the gospel through Christ-centred mission and ministry.

Holy Trinity church was closed after becoming redundant in 1984 and since then its condition has deteriorated to its present condition of dilapidation. It is Grade II listed and on the Heritage at Risk Register.

The location is in a dense urban area with a young, ethnically and religiously diverse population. We have an opportunity with the church building to create something that is socially and culturally relevant to our local audience as well as catering for a wider audience that can easily reach the church through the local transport connections.

Role Summary:
We are appointing an Administration and Community Co-ordinator to work with us during this project; funded by the National Lottery Heritage Fund. The appointed person will play an important role in helping us to prepare for our future.

Key Responsibilities:
Stakeholder and Community Outreach – Managing and developing local community contacts who will influence and guide the project.

Project Management - To be a point of contact for project consultants and stakeholders, managing the budget and keeping up to date records of activity.

Administration - To work with our existing team to establish new and efficient administrative systems to support the daily running of the project as it develops.

Interested applicants should request and complete an application form.