

CAUSEWAY COAST VINEYARD

/ JOB DESCRIPTION

Role: Compliance Manager

Location: Causeway Coast Vineyard, 10 Hillmans Way, Coleraine

Line Manager: Operations Director

Salary: £18,000 pro rata

Hours of Work: 35 Hours per week

Final Application Date: 1st October 2017

JOB SUMMARY

Causeway Coast Vineyard is a vibrant, pioneering, missional community in Northern Ireland with around 2000 people attending Sunday services in any month. We are a church where lives are changing, a place where people are saying 'yes' to God and experiencing life in a fresh way. We are a people who bring life to every area in our community, a place where we see transformation happen as we pursue the dreams that God has placed in our hearts.

This role will be part of the central administration team of Causeway Coast Vineyard (CCV) and this individual will be responsible for the administering of legal compliance including Human Resources, Safeguarding, Data Protection, Immigration, and general office duties. You will also provide pastoral care both in the office and in church environments.

KEY RESPONSIBILITIES

General legal compliance:

- To keep up to date with any legislative changes that will affect the running of the church;
- To be responsible, in partnership with the Operations team to ensure that all policies and procedures are kept up to date and staff are appropriately trained.

Human Resources:

- To assist with the recruitment and induction of new staff and interns. introduce them into our Christ centered workplace
- To issue contracts, voluntary agreements and job descriptions to staff, interns and volunteers;
- To administrate leave including the process of parental leave such as maternity and paternity leave;
- To become a Level 1 User for the UK Border Agency to oversee and administrate the process of applying for Certificates of Sponsorships for Tier 5 workers from overseas;
- To be the registered person for Access NI- to administrate forms and ensure that all necessary checks are up to date;
- To organise training for CCV staff (as required).

Health and Safety:

- Updating the Health and Safety policy annually in consultation with the Health and Safety Consultant;
- Checking, ordering and restocking of first-aid supplies;
- Administration of incident reports and first-aid reports as and when required.

Safeguarding:

- To become a lead Deputy Safeguarding Officer for CCV to ensure we uphold our Christ centered calling to care for all in our community
- Keeping an up to date knowledge of Safeguarding practices, including attending appropriate courses;
- To establish and oversee the Sunday Safeguarding team.
- Maintaining and updating the Safeguarding Policy;
- Ensuring that the Policy is implemented and promoted;
- In conjunction with the Operations team, ensuring all staff are familiar with, and adhere to the Safeguarding Policy;
- Maintaining a contemporaneous list of all volunteers who are involved in work with children, young adults and vulnerable adults at CCV;
- Ensuring that relevant staff, interns and volunteers are trained in relation to Safeguarding;
- Requesting criminal record checks, or their equivalent be conducted for any international teams.

Data Protection:

- To ensure the Data Protection Policy is up to date and that CCV staff are complying with the policy;
- To be the first point of contact for the Information Commissioners Office (ICO).

Pastoral Responsibilities:

- Uphold and display our pastoral share model amongst all individuals around CCV
- Ability to pray with and lead others into a personal relationship with Jesus
- Ability to signpost others to appropriate help within the church

General Administrative Tasks

- To answer the office telephone and reply to email enquiries. Provide comfort, support and/or prayer when required
- To complete any other reasonable tasks as requested by the Operations Director and other pastoral staff.

ADDITIONAL INFORMATION

For this role, we hire for character, competence, chemistry and culture:

Character – You have to love Jesus, love the Church and be committed to our mission here at CCV.

Competence – You must be an outstanding person with a high level of gifting and ability.

Chemistry – You must be a relational fit with our team, particularly those you will be working closely with.

Culture – You must be someone who will engage with, embrace and impart the culture of Causeway Coast Vineyard.

Application Forms can be requested from our office or downloaded from our website at www.causewaycoastvineyard.com

Please return completed forms to:

Email: mark@causewaycoastvineyard.com

Post: Mark Patterson, Causeway Coast Vineyard, 10 Hillmans Way, Ballycastle Road, Coleraine, BT52 2ED

	Essential	Desirable
Qualifications	5 x GCSEs (or equivalent) at Grade C or above 3 x A Levels (or equivalent) at Grade C or above	Third level qualification CIPD Qualification or working towards Trained as a Designated Safeguarding Officer First Aid at Work Qualification
Experience	Conversant with requirements for Access NI applications and experience in safeguarding protocol Experience in Human Resources in large team setting of 20 employees or more Experience of working with volunteer teams Pastoral experience including praying with and leading others to personal faith in Jesus	Experience of working in a church or charity environment Experience in managing Immigration (UKBA Tier 5 Visas) Experience in Data Protection and communicating with the Information Commissioner's Office
Skills	Excellent organisational skills including planning, setting priorities and meeting deadlines Excellent communications skills; verbal, written and oral Computer literate, especially with Microsoft Office applications Able to work on own initiative Able to work as part of a team Concern for excellence and attention to detail	Knowledge of workplace Health & Safety legislation

	Willingness to serve others	
Personal / character	<p>Demonstration of faith in Jesus, including willingness and ability to communicate your own story of your faith journey</p> <p>Life-long learner, able to lead yourself and eager to improve your skills and strengths, yourself, and your role. In addition to a commitment to personal growth, you will have a bias towards, and be unapologetic about, congregational growth.</p> <p>Commitment to the statement of faith of Vineyard Churches UK and Ireland and passion for the work of Causeway Coast Vineyard.</p> <p>Responsive to correction and direction</p> <p>You will be positive, and carry joy.</p> <p>The successful applicant will work within the framework of a collegiate leadership structure and therefore show a high degree of relational and emotional intelligence. You will have a clear awareness of your strengths and a requisite track record in utilising them in a team context.</p>	