



The Church in Upper Rissington:
valuing everyone

Administrator

CUR:ve is seeking to appoint an Administrator for an initial one year period, with the possibility that this will be extended, subject to mutual agreement and necessary funding.

The purpose of this role is to provide administrative support to CUR:ve, its Leadership Team, employees and volunteers and, in so doing, to facilitate and help to further develop the existing ministry of CUR:ve within its community and surrounding area.

The successful applicant will work closely with CUR:ve's Leadership Team. S/he will be appointed on a part time basis (10 hours per week) and will work from home, attending relevant meetings as required and agreed in advance. Some evening and weekend work will be expected. The paid annual leave entitlement will be 66 hours (this figure includes public holidays).

A salary of £8.75 per hour (£4,500 per annum), plus auto enrolment CUR:ve pension contributions, is offered. In addition, CUR:ve will provide necessary equipment (e.g. computer) and cover reasonable expenses incurred in carrying out this role e.g. a contribution towards broadband/printing costs.

The closing date for applications is **Monday 2nd April 2018**.

For more details, or to request a full job description and person specification, please contact Jo or Joanna at sendtocurve@gmail.com.

Job Description

Title: Administrator

Salary: £8.75 per hour (£4,500 per annum), plus auto enrolment CUR:ve pension contributions

Reporting lines: Reporting to CUR:ve's Secretary/ies.

Overall purpose of the post: The purpose of this role is to provide administrative support to CUR:ve, its Leadership Team, employees and volunteers and, in so doing, to facilitate and help to further develop the existing ministry of CUR:ve within its community.

Responsibilities are expected to include*:

- Help to keep CUR:ve's new website (and other relevant social media) up to date
- Produce newsletters for CUR:ve members, supporters/funders
- Take a lead on drafting CUR:ve news/update articles for local publications, as requested e.g. The Breeze, Bourton Times, Vibe
- Help to arrange CUR:ve's normal services, special services, events and activities, including by e.g. arranging advertising, booking venues, liaising with relevant parties
- Prepare PowerPoint slides for Sunday services, liaising with service leaders
- Act as a first point of contact for CUR:ve, responding to or passing on queries as appropriate
- Compile and help to maintain an up to date Membership list for CUR:ve
- Take a lead in producing and maintaining CUR:ve information and welcome packs
- Support CUR:ve's Safeguarding Officer by keeping relevant safeguarding information, records and policies up to date and by helping to arrange regular training

* This list is neither exhaustive, nor ordered by priority.

- Support the Secretary/ies with organisational tasks, such as arranging governance meetings
- Support the Treasurer with tasks such as liaising with funding organisations and supporters
- Compile and maintain a diary of CUR:ve events and activities for the year ahead
- Provide general administrative support for the activities of CUR:ve, its Leadership Team and employees as requested and agreed with the Line Manager(s)

Person Specification

- Good team worker, flexible and co-operative
- Self-motivated and able to work independently
- Excellent organisational skills, able to prioritise tasks and manage own workload effectively
- Able to use initiative and responsibility for the tasks of the role.
- Excellent written and oral communication skills
- Basic proficiency in Microsoft Word, PowerPoint and Excel
- Competent in ICT
- Good literacy and administration skills
- Experience of events organisation desirable
- Experience of producing newsletters and of using social media to promote an organisation is desirable
- Able to exercise discretion and maintain confidentiality

About CUR:ve

CUR:ve is a welcoming and growing community of Christian believers that meet and work together in the Cotswold village of Upper Rissington with the core aims of:

- **Valuing Everyone**
- **Building Community** and
- **Discovering Jesus**

CUR:ve is an ecumenical church family and became an independent registered charity in 2012 (Charity no: 1149193). CUR:ve works in united mission with our local, supporting churches - St Lawrence Parish Church, including Clapton and the Rissingtons, Bourton Baptist Church, and Westcote Methodist Chapel - to demonstrate our faith by the way we live and serve our communities.

CUR:ve is a community church – a Christian community for the community – blessed by God to be a blessing to others. Through meeting together as ‘gathered church’, and in our everyday lives as ‘scattered church’, we aim to share the love of Jesus and to encourage vibrant, supportive community life.

Our Sunday gatherings are relaxed and informal; designed to be as welcoming as possible, particularly for those who may never have attended church before. We combine times of praise and worship with thematic, biblical teaching series, children’s activities, the sharing of communion and bring and share lunches. During the week, smaller groups meet socially to pray, study the bible and to serve the community in different ways.

Find out more at: www.curveweb.org

Our Vision

Our heart is to build and support our community, valuing and nurturing everyone’s unique contribution and, by helping people to discover Jesus, to grow his Church here in the Cotswolds.

“Here’s another way to put it: You’re here to be light, bringing out the God-colours in the world. God is not a secret to be kept. We’re going public with this, as public as a city on a hill. If I make you light-bearers, you don’t think I’m

going to hide you under a bucket, do you? I'm putting you on a light stand. Now that I've put you there on a hilltop, on a light stand—shine! Keep open house; be generous with your lives. By opening up to others, you'll prompt people to open up with God, this generous Father in heaven."

Matthew 5:14-16 (MSG)

Our beliefs

We believe in one eternal God who exists in three persons: God the Father, God the Son and God the Holy Spirit. We accept the Bible as God's word, applicable to our everyday lives and embrace the church as his fellowship on earth. Through faith, we endeavour to live our lives according to his way of love, and to witness to Christ our Lord.

Our leadership

As a charity, CUR:ve is responsible to its trustees and accountable to its funders.

The responsibility for running our Fellowship, under the guidance of the Holy Spirit, rests with a Leadership Team of eight people, elected from within our Membership.

We do not employ one single leader in the form of a Rector, or Minister; instead members of the Leadership Team, supported by an active congregation, provide our teaching, lead our services, and offer children's ministry on a voluntary basis.

Over the last ten years, we have employed two Community and Sports Outreach workers.

CUR:ve is supported by an external Advisory Group. We also receive support and advice from our local churches.

Our beginnings

Upper Rissington is situated in the middle of the Cotswolds and, at an elevation of 275m, sits at one of its highest points.

Previously owned by the Ministry of Defence, and still adjacent to an active RAF airfield, the village consists of approximately 850 residential houses – 200

of them built in the last couple of years - a primary school, village hall, shop and various basic amenities.

Having only become a residential village 16 years ago, community activities in Upper Rissington used to be few and far between. Indeed, CUR:ve was originally formed partly to address the lack of church presence and limited community activities, as identified by several of the churches in the surrounding area. CUR:ve was formed with the original aim of seeing “the emergence and growth of Church in Upper Rissington: by means of working towards the well-being of the community and for this to happen according to the mission of God”.

This began with the provision of a monthly Sunday Café in the village hall, offering residents the opportunity to meet other people from within the village. In recent years, CUR:ve’s work has expanded dramatically, leading to weekly Sunday gatherings and a range of mid-week activities. The employment of a full-time community worker enabled CUR:ve to establish a number of popular and now self-sustaining village activities and to significantly grow its own membership.

As CUR:ve celebrated its 10th anniversary in 2017, we looked back with thanksgiving at the way our community has developed, as well as ahead with excitement and expectancy at all that is to come.

Application details

Applicants are welcome to arrange a preliminary visit to Upper Rissington to meet one or more members of the CUR:ve Leadership team and to look around. Please contact Jo or Joanna at sendtocurve@gmail.com if you would like to do so.

Applicants are required to submit a covering letter, briefly outlining their professional experience, any relevant qualifications and their reasons for applying. Applicants are also required to submit a CV.

Applications must be received by **Monday 2nd April 2018** and should be sent electronically to sendtocurve@gmail.com.

Interviews for shortlisted candidates will be scheduled following the closing date.

Appointment will be subject to satisfactory references.