



CATALYST
VINEYARD CHURCH

JOB VACANCY:

MEARNS COMMUNITY HUB COORDINATOR

(SHORT TERM TEMPORARY POSITION, PART TIME)

**TO APPLY FOR THIS POSITION, PLEASE SEND YOUR CV
AND A COVERING LETTER TO [INFO@CATALYST.VIN](mailto:info@catalyst.vin)**

DEADLINE FOR APPLICATIONS 29 APRIL 2024



MEARNS COMMUNITY HUB COORDINATOR

JOB TITLE

Mearns Community Hub Coordinator

RESPONSIBLE TO

Site Pastor, Mearns

This is a short term, temporary contract funded by a grant from the UK Government's 'Levelling Up' fund to facilitate the start-up of a community project.

Start date: May 2024

End date: 22 September 2024. This is a fixed date in accordance with the terms and conditions of the funding agreement.

HOURS WORKED

15 hours per week based at the Catalyst Vineyard office. It is anticipated that some hours may be spent at the Mearns Community Hub once it is open.

Working hours are flexible but should include Thursday in line with core business hours. It is mandatory for this post to attend the weekly staff meeting (currently Thursday 12:15-1:15pm).

SALARY PACKAGE

TBC

MAIN PURPOSE OF JOB

To support the launch of the Mearns Community Hub and enhance its visibility within the local community, while implementing structures, protocols, and guidelines to ensure its efficient functioning.



MAIN DUTIES, TASKS AND RESPONSIBILITIES

- Establish policies and procedures for venue hire. This will include booking systems, payment systems, and health and safety, among other considerations.
- Oversee any activities or events taking place within the building
- Coordinate any Catalyst Vineyard community events
- Generate and manage external bookings
- Work with the comms team to utilise marketing strategies and social media to generate local excitement leading up to the launch, and maintain a consistent online presence thereafter.
- Evaluate kitchen requirements, ensuring adequate catering equipment is available, and purchasing additional items as necessary
- Monitor the gardens and exterior of the building.
- Facilities management (eg oversight of the cleaners)

COMPETENCIES REQUIRED

- Good organisational skills
- Excellent communication and people skills
- A systematic thinker who can develop systems and policies
- Computer literate with good working knowledge of MS Office/Google systems
- An Interest and competence in social media is desirable but not essential.

PERSONAL SPECIFICATION

- As the role will include the engagement of the general public in pastoral duties (e.g. praying for someone who has come to our door), attending prayer meetings, staff prayer meetings and our Leadership Conference, there is a genuine occupational requirement that the candidate be a committed Christian, demonstrating Biblical discipleship, personal growth and accountability.



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VINEYARD CHURCH

- A committed member of Catalyst Vineyard Church, attending one of our sites regularly, and part of a Connect Group.
- The candidate must be able to maintain confidentiality and should be a member of the Disclosure Scotland PVG (Protecting Vulnerable Groups) Scheme, or be willing and able to join the scheme.
- Applicants must subscribe to the Evangelical Alliance UK statement of faith.
- Applicants must be abiding by, committed to, and supportive of the Catalyst Vineyard Child Protection Policy,
- Applicants must be abiding by, committed to, and supportive of the Catalyst Vineyard Health & Safety regulations.