



Congregational Administrator

Dowanvale Free Church is a growing and vibrant congregation in the heart of Glasgow's West End. We are now seeking to appoint an organised and enthusiastic individual with a passion to assist us in the daily running of the Church and in our growing ministries, including our community outreach programme.

This is a full-time post, with the successful applicant responsible for a range of duties including (but not limited to)

- Updating and maintaining the congregational website and managing our social media presence
- Christian Copyright Licensing International (CCLI) reporting
- Coordinating and organising annual contracts in consultation with the congregational treasurer and property sub-committee
- Liaising with the congregational treasurer re financial administration
- Procurement of supplies
- Providing administrative support to the minister, assistant minister, church committees, the safeguarding team, and church outreach groups
- Coordinating the work of the Partick Pantry (foodbank) including stock management, food orders and deliveries, funding applications, volunteer rotas, user records
- Coordination and organisation of rotas for other church activities
- Dealing with general queries and correspondence

With previous experience in an administrative role, you will demonstrate the ability to work on your own initiative and as part of a team. You will possess excellent organisational and communication skills.

The successful applicant will be required to undergo PVG Scotland vetting and FCoS Safeguarding training.

Salary will be in the region of £23,000 per annum.

Further details and an application form may be obtained by contacting session-clerk@dowanvale.org.

The closing date for applications is **Friday 15th December 2023**.