



2nd Nov 2021

Hello!

Thank you for taking the time to consider this role of Administration and Communications Worker. Rock Community Church has existed in Dumbarton since 1991 and runs a range of projects as part of their work within the community. This role will provide administration support to the church pastor and wider staff team and also help develop our communication through print and online media. A major part of this will support the work of our community centre, The Phoenix, alongside the wider work of the church and new pieces of work currently in development.

Our talented team of staff and volunteers within the church and Phoenix have helped us achieve so much already and we're looking forward to building on this success with our new Administration and Communication Worker. So, thank you for considering applying. This application pack will provide you with the relevant information to help you apply to become part of our team.

Our application process is simple. There is no complex form to fill out instead we simply ask that you provide us with 3 things:

1. A copy of your CV, maximum 3 sides of A4. Your CV should include:
  - Your qualifications
  - Your work and experiences
  - Your contact details
  - Specific skills relevant to the role
  - The contact details of two referees. At least one of whom should know you in a professional setting.
2. A personal statement, maximum 2 sides of A4, describing why you would be an excellent candidate for this role and displaying that you meet the essential criteria described in the person specification within the attached job description.
3. Enclosed in this pack is a sheet called 'six geniuses'. We would like you to reflect on your strengths and fill out the form as part of your application.



The closing date for this job is 5pm on Friday 26<sup>th</sup> November 2021 with interviews to be provisionally held on Thursday 9<sup>th</sup> December 2021. If this interview date does not work for you, please inform us of this as part of your application. Applications should be sent to me digitally on [oli@rockcommunitychurch.org.uk](mailto:oli@rockcommunitychurch.org.uk).

Thank you for taking the time to consider this role. We look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read "Oli Higham", is written over a light blue horizontal line.

Oli Higham  
Pastor



Rock Community Church is a Scottish Charitable Incorporated Organisation  
Our Scottish Charity Number is SC042716

## **Administration and Communication Worker Job Description**

Job Title – Administration and Communication Worker

Location – The Phoenix, 17A Quarry Knowe, Castlehill, Dumbarton, G82 5AF

Responsible To – Post holder will be responsible to Rock Community Church Trustees and be line managed by Rock Community Church Pastor

Contract Length – Fixed Term for 4 years (with an extension based on successful grant applications)

Hours of Work – 40 hours per week (typically working Mon-Fri, although some evening and weekend work may be required). Opportunity for some working remotely.

Salary – Starting at £20K (with annual cost of living increases)

This post will be a keyholder role.

### **Overall purpose of the post:**

Rock Community Church is a vibrant church community serving Dumbarton and the surrounding area. As part of our vision we aim to be actively engaged in celebrating, supporting and loving the people within our community.

This post will support the work of Rock Community Church, both the wider work of the church and The Phoenix (our community hub designed to benefit the people of Dumbarton West, namely the residents of Castlehill, Westcliff, and Brucehill.) It will provide efficient administrative support to the Pastor and at times the wider staff team and assist with the development and delivery of our communication strategy including social media, website, and print media. This post requires someone with strong interpersonal skills, highly organised and adept at design.

### **Principal Duties:**

- General administration support (including producing rotas, processing finances/expenses, minute taking, attendance at meetings and filing)
- Generating and displaying relevant content for social media and managing/monitoring social media platforms in line with social media strategy

on behalf of both Rock Community Church and The Phoenix.

- Writing, designing & editing: online newsletters, Phoenix quarterly magazine, prayer sheets, flyers and monthly bulletin sheets.
- Taking bookings and issuing invoices for hall hire and managing hall hire diary
- Dealing with public enquiries via phone, email and face to face at The Phoenix
- Purchasing of office supplies
- Maintaining office systems
- Writing press releases
- Working in partnership with coordinators and centre manager during weekly meetings
- Managing the central diary at The Phoenix
- Maintain records e.g monitoring and evaluation, statistical data, and surveys
- Such other tasks as the Pastor or The Phoenix Centre Manager may require

### **Person Specification:**

#### **Essential**

- Sympathetic to the aims and values of Rock Community Church and The Phoenix
- Analytical and solution focused skills
- Experience of working as part of a collaborative team
- Experience of designing and implementing office routines
- Experience of graphic design and editing skills
- Capable of independently producing articles and reports
- Experience of analysing budgets and financial projections
- Ability to work on own initiative including managing workload priorities
- Ability to work effectively and flexibly within a team and in a fast-paced working environment
- Excellent communication and interpersonal skills across a range of diverse people and situations
- Good customer service skills
- IT literate with excellent administrative, organisational skills and experience in operating within online platforms
- High degree of enthusiasm, integrity, and problem-solving skills

#### **Desirable**

- Educated to at least HND (or SCQF level 8 equivalent)
- Experience of working within Community development
- Experience of working with a church
- Competent working with photoshop and canva
- Experience of using Wix
- Holder of a full UK valid driving license

# Six Geniuses

To help us understand you better we use a personality theory known as The Six Geniuses. It states that we each function with some combination of the six geniuses below. The theory describes how each of us work within two of these areas effortlessly (“**working genius**”), two where we can work for periods of time but takes effort (“**working competency**”), and two which we find draining (“**working frustration**”). As part of your application we would like you to identify which of the six geniuses apply to you at each level. There are no right or wrong answers here, it is a tool for personal reflection and a recognition that we each function from different strength combinations. Please select two of the geniuses for each level.

## THE GENIUS OF WONDER

The natural gift of pondering the possibility of greater potential and opportunity in a given situation.

## THE GENIUS OF INVENTION

The natural gift of creating original and novel ideas and solutions.

## THE GENIUS OF DISCERNMENT

The natural gift of intuitively and instinctively evaluating ideas and situations.

## THE GENIUS OF GALVANIZING

The natural gift of rallying, inspiring and organizing others to take action.

## THE GENIUS OF ENABLEMENT

The natural gift of providing encouragement and assistance for an idea or project.

## THE GENIUS OF TENACITY

The natural gift of pushing projects or tasks to completion to achieve results.

**You can find out a bit more about the six geniuses at [tinyurl.com/Phoenix6G](http://tinyurl.com/Phoenix6G)**

(this is not our content but does provide brief overviews of each genius)

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NAME \_\_\_\_\_ Date \_\_\_\_\_

POSITION APPLIED FOR \_\_\_\_\_

My two areas of “working genius” are

\_\_\_\_\_ & \_\_\_\_\_

My two areas of “working competency” are

\_\_\_\_\_ & \_\_\_\_\_

My two areas of “working frustration” are

\_\_\_\_\_ & \_\_\_\_\_