



PART-TIME ADMINISTRATOR - JOB OUTLINE

Purpose: To help facilitate the work of God known as The Turning in Scotland, supporting the National Team. To work under the direction of the Turning - Scotland National Team Chair.

Key duties / requirements:

- Developing & maintaining contact with churches across Scotland, building up a Scottish database of churches supporting the Turning and acting as a central contact point across the nation.
- Responding to individual questions / enquiries etc. and dealing with correspondence as required.
- Assisting in developing new locations for missions and hubs, and in co-ordinating Leaders Envisioning & Training tours dates & locations etc.
- Publicising missions, meetings etc. as required, including through Facebook, Twitter, Eventbrite etc.
- Regular contact with Hubs and Hub Mission & Follow-up Co-ordinators – in particular encouraging and monitoring the follow-up process at each location.
- Liaising with The Turning team in Reading on a regular basis.
- Contributing to updating the Scotland page on the Turning website.
- Gathering & collating data on outreaches and follow-ups.
- Occasionally organising & booking flights & accommodation.
- Ability to work with The Turning app, Word/Excel applications, databases and social media.

In the future:

- Banking gifts, setting up online payments for approval or writing cheques.
- Liaising with the Turning team in Reading re. annual accounts etc.
- Providing brief financial reports for National Team meetings.



THE TURNING – SCOTLAND: PART-TIME ADMINISTRATOR

The Turning – Scotland is looking for a part-time Administrator to support the Team’s Chair and help develop The Turning in Scotland. The post will be based in Bishopbriggs.

For a job outline and appointment terms visit: www.theturning.eu/scotland

Closing date for applications: Friday 15th March 2019

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The post is temporary for 6 months, to be reviewed in June 2019. The person appointed will be responsible for their own tax and National Insurance declarations but as the rate we are offering is under the HMRC limits for tax and NI this should not affect them unless they have income from any other sources.

The appointee will initially work on average 1 day (7.5 hours) a week, with the specific day(s) and times to be agreed with the National Team Chair. It is expected that as The Turning is rolled out throughout Scotland over the next 2-3 years that the hours will increase. In addition, the duties will require a degree of flexibility as there will be times during each year, in particular in the period before a Leaders Envisioning or Leaders Training tour, or a summer mission, when additional hours may be required.

The rate of pay will be £9 per hour, paid on the 20th of each month. Approximately £300 per month.

Due to the duties and context of this post there is a Genuine Occupational Requirement for the appointee to have a Christian faith and be an active member of a Christian church.

To apply, submit your CV (no more than two A4 pages) with a covering letter explaining why you are interested in this position to admin@theturning.eu or post to:

The Turning – Scotland
c/o Bishopbriggs Community Church
21 Park Avenue, Bishopbriggs
G64 2SN