

Office Administrator (Temporary)

Role: Office Administrator

Location: On site, 92-114 Cavehill Road, Belfast

Line Manager: Senior Pastor(s)

Salary: £26,000 - £27,000 – *based on experience (pro rata)*

Hours of work: 22.5 – 30 hours per week (Mon-Fri)

Final application Date: 23rd February 2026

Start Date: 1st March 2026

About Us

We are a community dedicated to pursuing the deep personal transformation that only comes from saving faith in Jesus, and then letting what He has done in us overflow and influence the world around us. We believe that everyone needs to be formed by Jesus in friendship with Him, everyone needs a community to be part of and contribute to and everyone who loves and follows Jesus is blessed and commissioned to impact the world around them. It is our desire to see this vision shape and inform every area of ministry, regardless of age or stage.

We are seeking to employ an Office Administrator on a temporary contract (6 months with possible extension) to help facilitate the day to day running of the church operations including general office administration, building supervision and Sunday service preparations as well as some PA tasks for our Senior Pastors.

BCV is passionate about our Vineyard heritage in all areas of ministry and so it is imperative that applicants for the position have an understanding and appreciation of Vineyard history and values.

Job Summary

- General office administration including, filing, external communications, calendar and database maintenance, ordering of supplies
- Acting as first point of contact for people contacting the church by phone and email – representing the Christian ethos and values of the church in all interactions
- Facilitation of communications such as social media, website, podcast and all church emails, including drafting content in keeping with the church's Christian mission
- Monitoring of external contracts such as utilities, office equipment, licencing, software subscriptions
- Managing building use and maintenance including monitoring health & safety procedures, risks and checks
- Support Sunday morning preparations
- PA support for the Senior Pastors
- General staff duties including participation in staff meetings, including staff times of prayer and worship and wider training/conferences where required

The list of duties contained above is not intended to be exhaustive. Other duties not listed above may be required from time to time and it is a condition of employment that the post-holder be willing to undertake other reasonable duties as may be required from time to time.

Application

Applications are to be submitted through an expression of interest along with a brief CV to alan@belfastcityvineyard.com or posted to: Belfast City Vineyard, 92-114 Cavehill Road, Belfast, BT15 5BT

All initial applications must be received by 12pm on Monday 23rd February 2026.

Successful applicants may be invited into an interview process.

Person specification for the post of Office Administrator

The successful candidate will:-

- Have strong organisational skills, able to work simultaneously on multiple projects
- Be proficient in IT systems and software – particularly Microsoft office and will have experience in utilising a range of social media platforms
- Have excellent communication skills, both written and verbal
- Ideally have experience working within an administrative/office role
- Be passionate about orderly, efficient systems and procedures
- Demonstrate a commitment to the ethos, vision and values of Belfast City Vineyard, including our statement of faith

Due to the nature of the role, it is an occupational requirement that the person appointed is a committed Christian, in full agreement with our Statement of Faith.