



## **Camps Administrator (Full time)**

The Free Church of Scotland is a registered Scottish charity. In addition to congregational activities, the Church runs an extensive and popular programme of short-term residential camps for children and young people every summer (Free Church Youth Camps).

We are looking for an enthusiastic and energetic person to join our team of committed staff in the Church offices to help in the efficient planning and administration of the camps programme.

The Camps Administrator will have frequent contact with people from across the Church, including ministers, volunteer leaders and parents. The post holder will be highly organised and self-motivated and have a passion for supporting work amongst children and young people.

There is an Occupational Requirement under the Equality Act 2010 for the post holder to demonstrate a firm Christian commitment. As such, the successful candidate will be a Christian with an active commitment and sympathetic to the values, aims and ethos of the Free Church.

### **Overview**

Hours: 35 hours per week (Mon – Fri)

Start Date: February 2018

Location: Free Church of Scotland, The Mound, Edinburgh.

Salary: Approximately £25,000, dependent on skills and experience.

Pension: The Church operates a Group Pension Scheme and will make a 10% contribution towards the employee's pension.

Holidays: 24 days plus 10 public holidays per annum

**Application forms may be obtained from the Free Church website or Sharon Fraser, PA to the CEO, by email to [sharon@freechurch.org](mailto:sharon@freechurch.org). The closing date for all applications is Tuesday 8 January 2019 at 1.00pm. Interviews are expected to be held in Edinburgh week commencing Monday 14 January.**

**Role Purpose:**

To plan and support the annual camps programme including: planning and marketing of camps and related events; securing venues and resource bookings; identification, support and training of camp leaders; managing bookings and participant information record keeping; and supporting camp logistics (transport, events, queries).

**Role description:**

<b>Camps Administrator</b> Key Responsibilities	<ul style="list-style-type: none"><li>• Plan and administer the annual camps programme, including booking of venues and other resource requirements, securing volunteers for positions and overseeing budgets.</li><li>• Take camp bookings, allocate spaces and administer payment of fees and transport arrangements.</li><li>• Provide all necessary preparatory information to parents, campers, team leaders and other volunteers ahead of each camp.</li><li>• Work closely with the Camps Supervisor in all necessary aspects of planning, risk management and camps administration.</li><li>• Maintain and develop effective record keeping systems.</li><li>• Liaise with members of finance team to ensure budgetary compliance and in other matters e.g. payment of camper fees.</li><li>• Promote camps through various channels including online and congregations.</li><li>• Liaise with congregations, leaders and other key stakeholders, enthuse others, and encourage prayer and practical support for camps.</li><li>• Act as Child Protection Coordinator for those involved in camps.</li><li>• Identify, assist and develop programmes for volunteer leaders, overseeing training programmes e.g. Safeguarding.</li><li>• Assist colleagues in ad-hoc tasks and mission projects as necessary.</li></ul>
--	--

Please note:

The job description is not exhaustive, further details and specifics of tasks and duties will be agreed with the line manager. The Camps Administrator will report to the Chief Executive Officer but will also have close links to the Camps Supervisor and to the Chairman of the Mission Board.

**Person Specification:**

<i>Essential</i>	<i>Desirable</i>
High degree of efficiency with excellent organisational skills.	Educated to degree level or equivalent.
A Christian with an active commitment and sympathetic to the values, aims and ethos of the Free Church.	Experience of working with Christian or other third sector organisations and volunteers.
Self-motivated and flexible in approach, with enthusiasm, dedication and the drive to work on own initiative.	Expertise in website and social media use and development.
Excellent communication skills and excellent attention to detail.	Demonstrable experience of database development.
Proficient in Microsoft Office suite of programmes.	Experience of recruiting, managing and developing volunteers.
Proven record of successfully working in teams.	Awareness and understanding of Protecting Vulnerable Groups (PVG) Scheme.
Ability to deal with sensitive information in confidence.	Microsoft Office certificate or similar
Demonstrable success in problem solving and meeting deadlines.	
Passion for working with young people and an ability to enthuse others.	