

Job Description

Job Title: Shop Administrator		Department: National Office
1.	<p>Job Details</p> <p>(a) Responsible to: Office Manager (b) Working Hours: 20 hours p/w (10.00am – 3.30pm, Tues–Fri) (c) Annual Salary: £11,616 (gross), pro-rated (d) Temporary contract until 9th December (maximum 12 weeks, depending on start date).</p>	
2.	<p>About CEF</p> <p>Child Evangelism Fellowship of Ireland’s vision is to enable every child, in every county, to be in God’s Word every day. We’re part of the worldwide CEF family, an interdenominational, international children’s mission, working in nearly every country around the globe. We work closely with the local church, enabling them to reach and disciple children with the Good News of Jesus, by providing training and engaging resources. We write material, hold camps and have year-round ministries to both children and teenagers. You can find out more about us at cefireland.com.</p> <p>Job Summary (Description of main purpose of job):</p> <ul style="list-style-type: none"> ▸ To represent CEF’s Christian ethos in undertaking the duties of the post by applying a Christian mind and attitude to the role ▸ To spiritually support the work of CEF through Christian prayer and fellowship within the office ▸ To provide prayerful support to CEF workers generally and to pray for workers and their ministry ▸ Generally work in such a way as to advance the aims of CEF as set out above ▸ Responsible for the CEF Resources Shop, both in store and online ▸ Ordering, displaying, pricing and selling our materials to CEF workers, churches and the Christian public ▸ Being the first point of contact at reception for visitors to the National Office in Belfast ▸ Compiling and completing reports for Office Manager when required 	
3	<p>Key Tasks</p> <ul style="list-style-type: none"> ▸ Providing prayer support to the workers and their ministry ▸ Prayerfully relying on God as you provide resources to CEF workers and the general public ▸ Willingness to share own story of faith in Jesus in appropriate contexts ▸ Liaising with the finance office ▸ Posting of items onto SAGE ▸ Ordering of stock from various suppliers both locally and internationally ▸ Ensuring sufficient supply of material in shop ▸ Planning and implementing appropriate display (including seasonal changes) of material in shop in conjunction with Office Manager ▸ Working with Office Manager to ensure appropriate pricing of stock ▸ Collating orders for in-shop customers, phone orders and web orders ▸ Calculating and using correct postage when sending mail (letters and parcels) ▸ Assisting with bringing post to the local Post Office ▸ Assisting customers with orders in person, over the phone and via email ▸ Collating orders for CEF workers to use in their ministry ▸ Taking payments and donations by cash, card and online ▸ Updating our online shop products, pricing and offers ▸ Giving relevant information to Office Manager for promotion of material (e.g. on social media) ▸ Preparing and attending bookstalls at CEF conferences, meetings and other events when required ▸ Being the first point of contact at reception for visitors to the National Office ▸ Being available to cover answering the main phone-line when required ▸ Other general duties within both the National Office and the wider mission 	

Note: This description is not intended to establish a total definition of the job, but an outline of the duties.

Person specification for the post of Shop Administrator

	Essential	Desirable
Qualifications	5 x GCSEs (or equivalent) at grade C or above, including Maths and English	
Experience	<p>Previous experience of serving the general public in a paid or voluntary capacity</p> <p>Previous experience of handling money (cash or otherwise) in a paid or voluntary capacity</p> <p>Previous experience of using Christian literature to evangelise or disciple others</p>	<p>Familiarity with the work and mission of CEF</p> <p>Experience of using CEF materials within a CEF or church environment</p> <p>Experience of children's and youth ministry</p> <p>Experience working at point of sale in a retail environment</p> <p>Experience of working with accounting systems and software</p> <p>Experience with e-commerce</p> <p>Experience of working with SAGE</p> <p>Experience of financial reporting</p>
Skills	<p>Excellent written and verbal communication skills</p> <p>Able to work on own initiative</p> <p>Able to work as part of a team</p> <p>Able to understand and follow policies and procedures</p> <p>Excellent organisational and administrative skills</p> <p>Able to work with a high degree of accuracy</p> <p>Ability to use Microsoft Office products (Excel, Outlook, etc.)</p>	<p>Ability to deliver presentations</p> <p>Ability to theologically assess the suitability of potential new resources and products within the framework of our Statement of Faith and the wider ethos of our ministry</p> <p>Ability to creatively display and promote resources within our physical shop</p>
Personal / Character	<p>Demonstration of faith in Jesus and willing to share about own faith journey</p> <p>Willing to affirm CEF Statement of Faith</p> <p>Trustworthy, with strong ability to work under confidentially</p> <p>Willingness to learn, grow and adapt as role develops</p>	

CEF reserves the right to shortlist using the essential criteria only or by applying the desirable criteria. Any applicant who fails to demonstrate that they meet **all** the essential criteria will not be invited for interview.