



# KINGSWAY CLC TRUST

## Job Description

Job Title:	<b>Bookshop &amp; Development Manager</b>
Contract:	<b>Part Time (3 or 4 days per week)</b>
Salary:	<b>£18,500 - £20,000 pro rata</b>
Department:	<b>Direct to Church</b>
Location:	<b>Aberdeen (Bridge of Don)</b>
Closing date:	<b>Monday 23rd May 2022</b>

### Overall Purpose of Job:

The successful applicant will be responsible for the day-to-day operation of the Equip Resource Centre in Aberdeen and working with the Head of Church Relations to develop strong connections with local Churches, organisations, and individuals in and around the Aberdeen region to ensure the fulfilment of our missional objectives there; and elsewhere as required by the charity. The role would suit an enthusiastic, entrepreneur-style, self-motivated person with a passion and understanding of how Christian literature and resources can impact the Church and individuals. Outstanding oral and written communications skills are essential, along with good organisational skills and the flexibility to respond to shifting demands.

Kingsway CLC Trust (KCLCT) is developing strong relationships with the wider Church in the United Kingdom. It is crucial, therefore, that excellent local representation of the charity will be provided through a network of Regional Representatives. Ensuring the Church is aware of resources that can impact well for God's Kingdom through multiple strategies.

### Key Tasks:

- To lead the day to day running of the Equip Resource Centre in Aberdeen, under the overall direction of the Head of Church Relations.
- To recruit, induct, train, and maintain a team of volunteers, ensuring adequate staffing of the shop.
- To help in building the partnership with King's Church, as well as proactively networking locally to raise awareness of the centre.
- To strive for excellence for our customers, dealing with queries efficiently and effectively.
- To be the first point of contact for handling complaints and ensuring good communication to your line manager.
- To manage and maintain accurate stock records, working with Head Office to ensure new titles and bestsellers are in stock and that the shop is presented well.
- An important part of the role is to ensure financial reporting of sales are provided to the Head Office team and cash banked weekly.
- To assist at local and national events as required
- To maintain a clean and tidy working environment, ensuring compliance to the relevant Health & safety procedures

- To undertake any reasonable task as required by your line manager.
- To take the lead in developing and delivering the KCLCT outreach programme and strategy in Aberdeenshire, working with the Head of Church Relations to fulfil the Wider Leadership Teams objectives.

### **Core Skills:**

- Enthusiasm for working within a faith context and for engaging with those who Bibles and Christian Resource would benefit their ministry and life.
- Good interpersonal skills as well as written and spoken communication abilities including; public speaking, email and telephone.
- Demonstrable experience of engaging with people of all ages.
- Strong team player with the ability to manage people and communicate effectively with other departments.
- Excellent managerial and leadership skills, able to organise teams effectively.
- Enthusiasm to meet challenging goals in a dynamic environment.
- Excellent organisational skills, able to prioritise and meet deadlines.
- Familiarity with Microsoft Office 365 suite of software.
- Demonstrate behaviour that is consistent with the ethos and vision of Kingsway CLC Trust.
- Prior experience of a sales environment and ability to accurately account for money.
- Knowledge of Regional Christian events and festivals.
- Familiarity of Scotland.
- Prior experience of working within an Evangelical mission organisation.

### **GOR:**

As the post-holder will have an important role in the administration of the Charity, this role carries a genuine occupational requirement (GOR) for the position to be filled by a committed Christian and that the applicant agrees to our Statement of Faith.

### **About Kingsway CLC Trust:**

Kingsway CLC Trust is a Christian Evangelical Ministry that seeks to equip the church with all forms of Christian resources that will help people meet Jesus and grow in their knowledge and experience of Him. It was formed out of the merger of Kingsway Trust and CLC UK in 2019.

Kingsway CLC Trust is a member of CLC International. This ministry has been running for over 80 years and is now at work in 43 countries around the world. CLC International operates in a variety of ways according to the needs in the country but this includes over 100 bookshops, 20 publishing houses, 20 distribution warehouses and 25 commercial websites.

### **Application Process:**

Please send an up to date CV, a covering letter of no more than 2 pages outlining your relevant experience and desire for the role, along with the names and email addresses of three references from your employment and your church leadership. Your references will not be contacted until later in the process and will only be with your prior approval. Please email this to [hr@kingswayclctrust.com](mailto:hr@kingswayclctrust.com) by midday on Monday 23rd May. Early applications will be processed earlier.