



BLYTHSWOOD JOB DESCRIPTION and PERSON SPECIFICATION

1. JOB IDENTIFICATION

Job Title: Christian Literature Administrator
Department: Christian Literature
Place of work: Hybrid role - Deephaven, Evanton and work from home

2. JOB PURPOSE

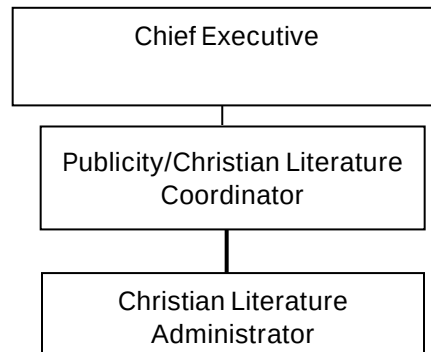
To support the effective administration and delivery of Blythswood's Christian Literature ministry, helping to make appropriate Christian literature and Scriptures available to individuals, projects and partners in the UK and overseas.

To promote the gospel through printed and digital media, encouraging evangelists, churches and Christian organisations in this ministry.

The postholder will administer Christian Literature grant requests and related purchasing, correspondence, records and despatches; maintain literature stock; and support established Christian Literature schemes.

The role will also provide continuity and administrative support for the procurement of Christian literature used in Blythswood's Shoe Box Appeal and retail campaigns.

3. ORGANISATIONAL POSITION



4. OUR VISION AND MISSION

Our Vision

To see people's lives being changed for good and forever as they are released from poverty, trauma and exploitation, and receive eternal life through the saving power of Jesus Christ.

Our Mission

To show God's love, and offer the compassion, relief and hope that can change lives for good and forever.

- We bring good into times of crisis and extreme poverty through acts of kindness and the provision of immediate relief.
- We help people to change their longer-term futures for good through education and rehabilitation.
- In all our work, we seek to tell people of God's love in sending his only Son, Jesus, so that those who believe in him might not perish but have everlasting life (John 3:16). This is the good news that can change lives forever.

We believe we can have the greatest impact for good by reaching out to people who are experiencing the greatest disadvantage. Working with local partners who understand the needs of their communities, we have opportunities to serve people in parts of Eastern Europe, Asia and Africa.

5. MAIN TASKS, DUTIES AND RESPONSIBILITIES

1. Respond to Christian literature requests from individuals, evangelists, churches and partner organisations, engaging with applicants to understand the needs of their ministry and to provide appropriate information and support.
2. Arrange the purchase of Scriptures and Christian literature, including native-language materials, for approved grantees and projects.
3. Support the administration of higher-value Christian Literature grants, liaising with the Christian Literature lead, relevant approval group and Finance as required.
4. Administer Christian literature grants from application through to completion, identifying suitable material from an evangelical perspective, in agreement with Blythswood's Statement of Faith, and appropriate to the applicant's ministry; dealing with correspondence and arranging despatch.
5. Build and maintain supportive relationships with evangelists, churches, Christian organisations and other grantees, encouraging their work and communicating in a manner consistent with Blythswood's Christian ethos, mission and beliefs.
6. Maintain appropriate stocks of Christian tracts and literature, monitoring stock levels and arranging replenishment as required.
7. Administer Blythswood's Let's Study Mark and Acts (LSMA) scheme, including correspondence, orders/distribution and associated record-keeping.
8. Support and maintain continuity in the procurement of Christian literature for Blythswood's Shoe Box Appeal, developing sufficient knowledge of the process to provide cover and support when required.
9. Support and maintain continuity in the procurement of Gospel literature for Blythswood retail campaigns, developing sufficient knowledge of the process to provide cover and support when required.
10. Liaise with suppliers, publishers, Bible societies, grantees, Blythswood colleagues and other relevant contacts in connection with Christian Literature activities.
11. Maintain accurate electronic and other records relating to grants, orders, stock, expenditure and distribution of Christian Literature.
12. Work collaboratively with colleagues and volunteers involved in Christian Literature activities to ensure work is completed accurately and on time.
13. Undertake any other reasonable duties appropriate to the role.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as required by your changing role within the organisation and the overall business objectives of the organisation.

6. COMMUNICATIONS AND RELATIONSHIPS

Within the Organisation: Line Manager; Finance colleagues; Retail colleagues; Shoe Box Appeal colleagues; relevant Head Office staff; volunteers; other Blythswood staff involved in Christian Literature activities.

Outwith the Organisation: Christian Literature grant applicants and recipients; Christian publishers and retailers; Bible societies; literature suppliers and distributors; churches and Christian organisations; delivery and postal services; other relevant external contacts.

At all times present a professional image to the public, corporate contacts, clients, volunteers and other employees.

7. PERSON SPECIFICATION

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

1. A genuine and active Christian faith, with a desire to share the gospel and the ability to engage confidently and appropriately with evangelists, churches and Christian organisations in support of their ministry, discussing their Christian Literature needs and identifying suitable resources.
2. Good administrative and organisational skills, with the ability to prioritise work and meet deadlines.
3. Good IT skills, including experience of Microsoft Word, Excel, Outlook and electronic record-keeping.
4. Excellent attention to detail and ability to maintain accurate records.
5. Good written and verbal communication skills, with the ability to correspond professionally with a wide range of people and organisations.
6. Ability to work independently, use initiative and manage a varied workload within the hours available.
7. Ability to work effectively as part of a team and collaborate with colleagues and volunteers.
8. Experience of ordering goods and/or liaising with suppliers.
9. An understanding of Christian literature and an ability to identify appropriate Christian books, Scriptures and other resources for different needs.

Preferred

1. Previous experience in an administrative role involving grants, orders, stock or distribution.
2. Experience of stock control and/or maintaining stock records.
3. Experience of working with Christian literature, churches, Christian organisations or ministry partners.

	4. Experience of working with volunteers. 5. Experience of liaising with suppliers and arranging the despatch or distribution of goods.
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OTHER REQUIREMENTS

1. A genuine and active Christian faith and church commitment, with the ability to fully subscribe to Blythswood's Statement of Faith. This post has an Occupational Requirement under the Equality Act 2010, Schedule 9 Part 1.
 2. Commitment to Blythswood's vision, mission and values.
 3. Progressive attitude to learning and an ongoing willingness to adapt and change in line with the evolving nature of the organisation.
 4. Commitment to safeguarding and willingness to undergo relevant checks as appropriate to the role.
- Blythswood reserves the right to shortlist on the essential criteria only or on the essential and preferred criteria as identified in the Person Specification as may be appropriate.

8. JOB DESCRIPTION ACCEPTANCE AND AGREEMENT

I confirm that I have read and understood this Job Description and agree that it accurately reflects the responsibilities and expectations of my role at the date of signing.

All Job Descriptions are subject to review on an annual basis or as a result of

- a change of strategic management
- changing team/operational requirements
- agreed staff development and appraisal needs and objectives

Job Holder's Name (please print):

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Job Holder's Signature:

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Date:

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Manager's Name (please print):

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Manager's Signature:

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Date:

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