**JOB AND PERSON SPECIFICATION**

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| **Position Title:** | Bookshop Coordinator |
| **Section:** | Administration Team |
| **Church:** | Cornerstone Church of Christ, Busselton |
| **Conditions:** | 0.6FTE (24 hours / week) |
| **Term:** | Twelve (12) months Contract (inclusive of probationary period) |
| **Probationary Period:** | Three (3) months |
| **Salary:** | $23,853 plus 9% Superannuation (9.25% as at 1/7/13) and Leave Loading |
| **Review Process:** | Role and Performance Review conducted annually |

*This document presents the Job and Person Specification for the above position. The Job Specification (A) describes the nature of the job: the responsibilities, duties and key outcomes/activities of the position. The Person Specification (B) sets out the essential and desirable qualifications, abilities, knowledge and experience required of the person appointed to the job.*

# A. JOB SPECIFICATION

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| 1. **Summary of the broad purpose of the position and its responsibilities/duties**   The position’s key role and purpose is to manage the day to day functions of Messages Bookshop, including sales and stock control, volunteer management and recruitment, and all promotional aspects related to the Bookshop.  The position also provides an essential link for the various ministries within Cornerstone Church of Christ and other local church communities with high quality and appropriate resources. |

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| Reporting/Working Relationships This position reports directly to the Associate Pastor and is responsible for the management of the Messages Bookshop, including the supervision and rostering of volunteers. As part of the Administration Team, this role may also be called upon to provide basic administrative support as required. |

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| Statement of Key Outcomes/Activities **Bookshop**   * Providing high level of customer service to customers, including oversight of day to day sales activities and volunteer staff * Working with Senior and Associate Pastor and Treasurer to develop Bookshop budgets, including regular reporting of performance against budget * Processing of point of sale purchases and accounts * Financial management of Bookshop to ensure it is a financially self-sustaining ministry * Working with Associate Pastor to develop a targeted marketing and promotional plan * Develop internal display and promotional activities and presentations, including those that can be used in other promotional opportunities within the local community * Demonstrates a good level of product knowledge across all product ranges * Coordinates stock control processes, including purchasing, stock presentation and control * In conjunction with Associate Pastor, develop and recruit a volunteer base to assist in the running of the Bookshop, including training in retail and customer service skills as required * Attend relevant conferences, book fairs and networking opportunities as requested   **Church Resources / Ministry Support**   * Oversee, coordinate and promote Cornerstone Church of Christ Resource Library * Provide assistance and advice to Cornerstone Church, College and other church ministries and Connect Groups in locating appropriate resources * Work with Cornerstone Administration staff to produce copies of Sunday sermons as required   **General**   * Participating in Cornerstone Church of Christ teams and meetings as required (eg: weekly staff meetings, termly ministry network meetings) * Undertaking individual training and development as required * Seek to operate with purity, integrity and a positive team spirit at all times |

**B. PERSON SPECIFICATION**

**1. ESSENTIAL SELECTION CRITERIA**

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| Essential Skills, Knowledge and Experience Applicants will be able to demonstrate evidence of the following fundamental requirements of this position:   * Demonstrated experience in providing excellent customer service within the retail/sales sector * A good level of communication and interpersonal skills including the ability to work as a part of a team oriented working environment * Experience in monitoring a budget and the management of day to day financial dealings * Demonstrated experience in the management and training of staff (or volunteers) * Demonstrated competence in managing procedures, processes and resources * Good computer skills * Commitment to the Christian faith, and the mission of the Cornerstone Church of Christ |

**2. DESIRABLE CHARACTERISTICS**

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| 2.1 Desirable Skills, Knowledge and Experience **Personal Abilities / Aptitude / Skills**   * Demonstrated ability to acquire knowledge and learn relevant new skills in short time frames * Ability to adapt work practices to meet changing circumstances   **Experience**   * Good knowledge of Christian books, music and resources * Experience with Quickbooks Retail (or similar software) |

### C. CERTIFICATION

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| Endorsed as the current job and person specification for this position.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Senior Pastor** \_\_\_\_/\_\_\_\_/\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Associate Pastor** \_\_\_\_/\_\_\_\_/\_\_\_\_ |