

Job Description

Job Title: Camp Centre Assistant		Department: Oceanview Camp Centre
1.	<p>Job Details</p> <p>(a) Responsible to: Camp Centre Manager</p> <p>(b) Working Hours: 37.5 p/w, includes evening and weekend work.</p> <p>(c) Salary: <i>Available on Request</i></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 of the duties of the post by applying a Christian mind and attitude to the role ▸ To apply Christian principles of hospitality, stewardship and care to the running of Oceanview. ▸ To provide prayerful and practical support to CEF workers, church and ministry leaders, and the Christian public. ▸ To spiritually support the work of CEF through Christian prayer and fellowship. ▸ To seek ways to improve and expand the ministry of CEF. ▸ Generally work in such a way as to advance the aims of CEF as set out above. ▸ Provide a presence onsite at Oceanview. ▸ Providing clean, safe accommodation and facilities for guests. ▸ Providing good quality catering, or instruction for safe self-catering for CEF and outside groups. ▸ Ensure the upkeep of the buildings and grounds of Oceanview. ▸ Keeping open lines of communication with, and providing reports to, line management and Board of Trustees. 	

3 Key Tasks

- Provide prayerful and practical support to CEF workers, church and ministry leaders, and the Christian public.
- Providing prayer support to the workers and their ministry.
- Prayerfully relying on God for the financial provision for CEF, its workers and their ministry
- Applying principles of hospitality, stewardship and care to the running of Oceanview.
- Seeking God's wisdom in working with the finances of Oceanview.
- Giving wise counsel to colleagues and the Board in relation to the financial affairs of Oceanview.
- Willingness to share own story of faith in Jesus in appropriate contexts
- Ensure painting and maintenance of the outside building.
- Ensure painting and maintenance of the inside of the main building, dorms and meeting room.
- Ensure deep cleaning of the kitchen and dining room before and after the summer period.
- Managing outside companies to undertake scheduled maintenance of equipment.
- Ensure upkeep of grounds, to include grass cutting, trimming and hedge-cutting.
- Stocktake food and order enough each week to run a successful camp.
- Liaise with local CEF workers in order to set up and run each week of camp.
- Manage any third party contractors for example cleaners, to ensure the centre is kept in an excellent condition.
- Recruit volunteer help where necessary in liaison with Line Manager.
- Ensure all necessary documentation is completed inline with Food Safety legislation, including self catering groups. Ensure staff and volunteers follow good food hygiene practices.
- Ensure the menu for day groups, weekends and camps is nutritionally balanced and wholesome.
- Ensure the kitchen and dining room is kept in excellent condition with deep cleans conducted after each camp.
- Work with the Finance Administrator in National Office to ensure bills are paid promptly, accounts kept up to date and monies from camps lodged in a prompt manner.
- Ensure appropriate person is present for the arrival and departure of groups and available as required throughout their stay.
- Ensure kitchen helps who assist at weekends and camps are adequately trained and supervised.
- Provide prayer requests, photos and updates to National Office for CEF print and web publications as and when required.
- Any other reasonable duties asked by your Line Manager.
- Attend any courses as deemed necessary by your Line Manager.
- Provide reports for line management and Board of Trustees on a monthly basis.

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 Camp Centre Assistant

	Essential	Desirable
Qualifications	Junior Certificate or 5 x GCSEs (or equivalent) at grade C or above, including Maths and English	Minimum Food Safety and Hygiene LEVEL 2 Certificate or equivalent
Experience	Experience working within a line-managed environment.	<p>Previous experience in planning and catering for groups of 30 and above.</p> <p>Experience in planning a budget and maintaining financial records.</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>An ability to plan and cater for groups of 30 and above.</p> <p>Ability to use Microsoft Office products (Excel, Outlook etc)</p>	<p>Ability to deliver presentations</p> <p>Ability to manage, demonstrate and use Audio-Visual equipment.</p>
Personal / Character	<p>Demonstration of faith in Jesus and willing to share about own faith journey.</p> <p>Demonstrate a sense of calling for this role.</p> <p>Willing to affirm CEF Statement of Faith</p> <p>Trustworthy, with strong ability to maintain confidentially</p> <p>Willingness to live onsite.</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.