

## Operations Coordinator

St Mary's Attenborough

JOB PROFILE	
Title:	Operations Coordinator
Contract:	Permanent
Reports to:	Vicar
Location:	St Mary's Church
Basis of employment:	Part Time – 16 hours per week. (Possibility of increasing hours after review, depending on the needs of the role and suitability of the candidate.)
DBS check required? (Yes/No)	Yes
Special conditions of employment	There is a genuine occupational requirement for the post holder to be a Christian.
Date written	19th August 2024

OVERVIEW
<p>St Mary's is going through an exciting phase of transformational change and growth. Our vision is to reach out to our community with the transformational love of Jesus, to grow new and younger disciples and to be a Church where everyone can grow deeper in their faith journey together. You can see a short video of our Vision <a href="#">here</a>:</p> <p>We are seeking to employ someone who will join our team and enthusiastically drive the strategy, operations, and administration of the Church, to be a part of our vision coming into fruition.</p>

## MAIN RESPONSIBILITIES

### Strategic:

- Work closely with the Vicar and staff team to support the development and implementation of strategic plan to bring the Churches vision into fruition with other staff and key stakeholders in the church family.
- Contribute to strategic work streams and PCC subgroups, sub-committees and working parties as appropriate.

### Operations:

- Develop and embed operational plans for St Mary's.
- Maintain an effective office workspace.
- Ensure that structures, processes and systems are in place to maximise effectiveness.
- Maintain a library of policies, procedures, and risk assessments, ensuring a timely review. This includes safeguarding (in collaboration with Parish Safeguarding Officer), Health & Safety, accessibility, insurance, GDPR.
- Ensure the effective use of communications within the church and external to the church, including the use of the website and social media, and monthly notices.
- Ensure smooth planning of all services and events including visual aids.
- Drive the termly and yearly planning of the Church's activity and mission.
- Arrange and coordinate maintenance visits.

### Administration:

- Ensure the smooth running of the day-to-day tasks of the church and office.
- Respond to phone calls and email enquiries.
- Create and coordinate rotas.
- Manage the church database on ChurchSuite, offer support to colleagues and congregation members for increased effectiveness.
- Ensure all IT provision is effective and efficient, that those using church IT systems have the training and support they need and ensure compliance with GDPR in the storage and use of personal data.
- Organise life events i.e baptisms, weddings, and funerals through ChurchSuite.
- To be a PA to the vicar.

### Financial:

- Manage invoicing and day to day payments and receipts.
- Work closely with the treasurer to ensure robust financial reporting.

### Human Resources:

- Support volunteers.
- Develop and participate in training where applicable.

This list is not exhaustive, and the role may require other responsibilities as necessary.

ROLE DIMENSIONS	
Budget management (where relevant)	Monitoring budgets – working closely with treasurer
People management	Support ministry staff. Oversee caretakers and cleaners. Coordination of volunteers.
Key relationships – internal	Vicar Staff Church Wardens Treasurer Parish Safeguarding Officer PCC Secretary Volunteers and Lay leaders
Key relationships – external	Diocesan colleagues. General public – Church users and members of the community

PERSON SPECIFICATION		
	Essential	Desirable
<b>Personal Characteristics</b>	<p>A passionate, mature and vibrant faith in Jesus, which inspires others on their faith Journey.</p> <p>Passionate about the church’s vision, growth and discipleship.</p> <p>Honest, reliable, efficient, conscientious, and doesn’t take themselves too seriously.</p> <p>A desire for personal growth.</p> <p>Level-headed and able to deal calmly with unexpected challenges.</p> <p>Pursues excellence.</p> <p>Good people interaction skills and self-awareness.</p> <p>Comfortable with lone working.</p>	
<b>Competencies and Skills</b>	Proficient in executing projects and duties to a high degree of quality.	

	<p>Leadership Skills</p> <p>Innovative</p> <p>Has an eye for detail, being methodical, organised and systematic.</p> <p>Able to take initiative and improve operations without always needing to be prompted.</p> <p>Excellent organisational and planning skills.</p> <p>Excellent communication skills both written and oral.</p> <p>Able to work as part of a team and bring out the best in colleagues.</p> <p>Competent user of IT and the ability to quickly learn and use new software. This includes ChurchSuite, Mailchimp, Microsoft office and AV software such as OpenLP/ Pro Presenter.</p> <p>Proficient on Mac OS and Windows and Churchsuite database and software.</p>	
<b>Qualifications and Experience</b>	<p>Educated to A level standard or equivalent level of work experience.</p> <p>Experience of administration and leadership.</p> <p>Experience and good level of competence using ChurchSuite, Microsoft Office and Google workspace.</p>	<p>Experience of working within a church setting.</p> <p>Experience of leading/developing others including volunteers.</p> <p>Experience of using a variety of software eg. OpenLP, pro presenter.</p> <p>Buildings / facilitation management experience</p>
<b>Knowledge and Understanding</b>	<p>Knowledge and good understanding of relevant policies and procedures such as Health and Safety and safeguarding.</p>	<p>Knowledge and understanding of Church of England structures</p>
<b>Special Requirements</b>	<p>Willing and able to work flexibly, recognising that Church life does not always fit normal office hours.</p>	

## TERMS OF EMPLOYMENT

Work Pattern	Standard working hours are 16 hours per week. This should be spread over at least three days, one of which is a Friday. Flexible working essential according to the needs of the role and responsibilities. There is the possibility of increasing hours depending on the needs of the role and suitability of the candidate.
Salary	The salary range for this role is £22-28,000pa, pro rata depending on experience.
Holiday	28 days holiday per annum pro rata including bank holidays.
Probation	3 months