


Operations Support Assistant

Key Features

Location	Job Type	Salary	Company
Bookham near Leatherhead Surrey KT23 4DH	Part-time 20hrs/week	£22,000 (FTE) per annum	 BOOKHAM BAPTIST CHURCH

Do you have plenty of energy, enthusiasm and commitment and want to make a difference in people's lives?

We are looking for someone to join our small but busy church office team in a new role to provide administrative support for the mission of our church.

ABOUT US

Bookham Baptist Church is a dynamic church with 3 full-time Ministers, 1 part-time Minister and 200+ members. Our vision is to grow fruitful disciples of Jesus Christ so that they will bring transformation in our homes, local communities, workspaces and the wider world.

ABOUT THE ROLE

We are seeking a proactive, IT-proficient person to support the Operations Manager in the church office. These are new part-time roles so that the church can manage the admin more effectively and enable the Ministers to focus on ministry & outreach. Your main duties will be producing internal & external communications in a timely manner, managing the database and providing day-to-day support of church events.

The role is part-time at 20 hours/week and the working hours are Monday-Friday, 9.00am to 1.00pm (or as arranged). There is a workplace contributory pension scheme in which your contribution is matched by the church up to 5% of your salary.

ABOUT YOU

The successful applicant will have strong administrative skills and good IT skills, a 'can do' approach and ideally at least 2 years' experience working as a team in an office environment. It is an occupational requirement for the person to be a committed Christian (Equality Act 2010) and take an active and prayerful role in the ministry of the church.

TO APPLY

Please send your CV to jemmabrodie@bookhambaptist.org together with a covering note explaining why you are the right person for this exciting new role. **The closing date is Friday 28th April 2017.**