

## JOB DESCRIPTION

**Job Title:** Operations Support Assistant

**Responsible to:** Operations Manager

**Main responsibility:** Provide administrative support for the Operations Manager to ensure the effective and efficient delivery of Church communications, regular and ad hoc Church events, Church rotas and database usage & maintenance as well as general support for Rainbow Play Group and Bookham Baptist Church Children's Centre.

**Working with:** Others in the Operations team, Rainbow Play Group staff, Family Services Coordinator and Church Volunteers.

**Main tasks:**

a) Communications

- Ensure the timely communication of information internally within the congregation via print, e-mail, web and social media.
- Ensure the timely communication of information externally via print, e-mail, web (including service recordings) and social media.
- Provide specific communications support for Rainbow, Family Services and for other internal requirements except where external services are used such as the Rainbow website.
- Use and maintain the 'Church App' database or similar software.
- Plan and implement the use of new Audio/Visual equipment for weekly communications purposes.

- Produce limited hard copies of service recordings for housebound members.

#### **b) Database Use & Maintenance**

- Ensure that DBS checks are undertaken (staff & volunteers), maintained and that line managers and the Child Protection Officer are notified.
- Ensure that appropriate administrative records (Church members, occasional Church visitors, Rainbow/Children's Centre) are maintained which comply with data protection requirements and disclosure of information.
- Segment data for communications purposes as required.

#### **c) Administration**

- Ensure the provision of volunteer rotas for church services (PA; Worship Team; Communion).
- Maintain a stock control system for office, first aid, cleaning and catering supplies and order required stock within budget.
- Maintain records for annual submission to CCLI.
- Maintain the Building Key Register.

#### **General:**

- Provide cover for the Welcome Administrator.
- Undertake other tasks as reasonably assigned by the Operations Manager.

## MAIN TERMS OF EMPLOYMENT

### 1. SALARY

£11,333pa (£22,000pa FTE).

### 2. HOURS OF WORK

20 hours per week, Monday – Friday, 9.00am to 1.00pm (or as arranged).

### 3. ANNUAL HOLIDAY

25 days per year (excluding public holidays) on a pro-rata basis.

### 4. SICK PAY

4 weeks.

### 5. PENSION

Work Place contributory pension scheme via The Peoples Pension which your contribution \* is matched by Bookham Baptist Church up to 5% of your salary.

\* your minimum contribution is specified by the Government.

### 6. PROBATIONARY PERIOD

3 months.

### 7. NOTICE PERIOD

4 weeks.

## PERSON SPECIFICATION

Area	Criteria	Essential / Des
Education	GCSE or equivalent.	Essential
Experience	Strong administrative skills preferably with two years within a marketing/PR capacity in an office environment.	Essential
Personal	The person is a committed Christian and takes an active and prayerful role in the ministry of the Church	Desirable
	Member of Bookham Baptist Church	Desirable
	Heart to serve	Essential
	Effective communicator	Essential
	'Can do' approach	Essential
	Relational	Essential
	Team player	Essential
	Pro-active	Essential
	Discrete & confidential	Essential
	Reliable	Essential
	Has the right to work in the UK	Essential
Skills, knowledge and abilities	Customer focused	Essential
	Prioritisation	Essential
	Creative	Essential
	Detail conscious	Essential
	Delivery focused to meet deadlines	Essential
	Planning and organisation	Essential
	IT: Word, Excel, Outlook and PowerPoint to Intermediate level	Essential
	IT; Knowledge of Cloud-based software systems to Intermediate level	Desirable
	IT: Social Media to Advanced level	Essential