

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 maintenance as well as general support for the Rainbow Group and the Children's Centre.

Working with: Others in the Operations team, Rainbow Play Group staff, Family Services Co-ordinator and Church Volunteers.

Main tasks

Communication

- 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,
 - Email,
 - 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.
- Develop, plan and implement use of 'ChurchSuite' and similar software.
- Plan and implement the use of new Audio/Visual equipment for weekly communications purposes.

Database Maintenance

- Ensure that DBS checks are undertaken (staff & volunteers), maintained and that line managers and the Child Protection Officer 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.

Administration

- Provide day to day support for Church Events.
- Provide day to day support for the Rainbow Playgroup and Children's Centre.
- Set up rooms for use as required which have been hired by outside users or booked for internal use.
- Single point of contact for day to day facilities issues within the main building; arranger and contact point for maintenance personal (volunteer and contractor)

- Loading songs for Sunday Services
- Manage the maintenance of the photocopier and IT systems
- Ensure the provision of volunteer rotas for church services (PA; Worship Team; Communion).
- Maintain records for annual submission to CCLI.
- Supporting the Operations Manager to ensure Health & Safety checks are done

Way of Working

- Live the values of the Church:
 - Seeking God and working things out
 - Growing Christ like together
 - Collaborating in God's mission
 - Enabling service and leadership
- Pray for the work of the Church and the Operations Team.
- Lead Team devotions.

General

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

PERSON SPECIFICATION

Area	Criteria	Essential / Des
Education	GCSE or equivalent.	Essential
Experience	Two years within a marketing, PR or similar environment	Desirable
Personal	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	Essential
	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
	Detail conscious	Essential
	Prioritisation	Essential
	Delivery focused and to deadlines	Essential
	Planning and organisation	Desirable
	IT: Word, Excel, Outlook and PowerPoint to Intermediate level	Essential
	IT: knowledge of Cloud Based software systems to intermediate level.	Desirable
	IT: Social Media: Advanced level	Essential

MAIN TERMS OF EMPLOYMENT

1. SALARY

£11,733pa (£22,000pa FTE)

2. HOURS OF WORK [20 hours per week]

Monday -Friday. 9.00am to 1.00pm (or to be arranged)

3. ANNUAL HOLIDAY

25 days per year, excluding public holidays (pro-rata)

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.

6. PROBATIONARY PERIOD

3 months.

7. NOTICE PERIOD

4 weeks