



St Philip's

ROLE DESCRIPTION

JOB TITLE:	Operations Assistant
REPORTS TO:	Operations Manager / Church Leaders
WORK BASE:	St Philip's Church Office, 35 Frome Road, BA2 2QF
HOURS OF WORK:	21 hours per week (60% FTE), core hours to be agreed
SALARY:	£23,000 - £24,000, pro rata
ANNUAL HOLIDAY:	28 days per annum (pro rata), including bank holidays
PENSION:	Auto-enrolment into a contributory workplace pension scheme in accordance with St Philip's Staff Handbook
LENGTH OF POST:	Funded for 3 years initially

VISION

St Philip's vision is to **pursue God until Heaven overflows through us**. Whilst our vision is missional, we believe that everything should flow from intimacy with our Heavenly Father, through His Son, Jesus, in the power of the Holy Spirit. So, we place high value on His presence; on worship and prayer; on the Word; and on the ministry of the Holy Spirit. Our starting point is Him, not what we do for Him. We don't pursue ministry; we pursue the presence of God. We don't minister first unto the world; we minister first unto Him. We expect every encounter to transform us. We believe that God has given His children a supernatural commission and we are excited to see heaven on earth in our community.

JOB PURPOSE

To assist the leadership in the operational running of St Philip's; ensuring structures and systems are in place to meet the needs of church ministries and to mobilise resources within the church, both human and physical, to advance the realisation of the vision.

The Operations Assistant works in conjunction with the Church Leadership and the Operations Manager to achieve the strategic objectives of the church by assisting in operational and administrative tasks. This enables the leadership to focus on vision, culture, strategy, ministry and mission.

KEY DUTIES

Assist in day-to-day operations, including the following -

- Safeguarding, including:
 - holding the Parish Safeguarding Officer role (for both St Philip's and Combe Hay Church)
 - attending St Philip's PCC and, occasionally, Combe Hay's PCC as required
 - liaising with Diocesan Safeguarding Team
 - administering St Philip's and Combe Hay's Safeguarding Dashboards
 - administering DBS checks and safeguarding training
 - ensuring that safeguarding policies and procedures are kept up to date
 - chairing St Philip's Safeguarding Team
- Project Co-ordinator for Building Development Project and Fundraising.
- Co-ordinating volunteers, including:
 - rotas on Churchsuite
 - safely recruiting, managing and equipping volunteers
 - providing support to volunteers
 - volunteer communication
 - attending and administering Ministry Lead Lunches
- Co-ordinating Internal and External Events, courses and training, including:
 - Organisation, including administration via Churchsuite

- delivery and support
- promotion and social media
- Sunday café, including:
 - procurement
 - logistics
- Developing and implementing policies and protocols for staff and volunteers for the safe, compliant and efficient operation of the church.
- Fully participating in midweek Prayer and Staff Meetings, including worship and leading prayers on occasion, as required.
- Providing cover in the absence of the Operations Manager.
- Other responsibilities as required and directed by the Church Leadership.

PERSON SPECIFICATION

ESSENTIAL:

- Fully supportive of the vision, values and culture of St Philip's.
- Desire to serve the leadership of the church.
- Strong organisational and analytical skills, with attention to detail and the ability to plan ahead.
- Able to positively and productively impact both strategic and administrative initiatives.
- Excellent communication skills both written and oral.
- Excellent interpersonal and relationship building skills across all people groups.
- A proven team player, with the ability to encourage and work collaboratively with volunteers and staff.
- Self-motivated with a flexible attitude towards work.
- Skills in project management.
- Proactive approach and commitment to see projects through to completion.
- Ability to adapt to different work pressures and meet deadlines.
- Commitment to upholding excellence in safeguarding policy and practice.

DESIRABLE:

- Practical experience of working in a pastoral setting.
- Good understanding of safeguarding policy and practice, or a willingness to learn.
- Ability to deal with challenges calmly and effectively.
- Proficient in MS Word, Excel, PowerPoint.
- Proficient in use of Churchsuite.
- Demonstrates a desire for continuous improvement.
- Good budget management skills and financial awareness.

OTHER JOB REQUIREMENTS:

- There is a Genuine Occupational Requirement (GOR) that the holder of this post is a practising Christian.
- Commitment to St Philip's as your home church.
- Core hours are to be agreed with the successful candidate subject to the following attendance requirements:
 - Revival prayer meeting (Tuesday mornings)
 - Staff meeting (Wednesday mornings)
- Due to the nature of this particular role, hours will be flexible according to the needs of the ministry.
- Available to work at various evening and weekend events when required, for which time off in lieu will be granted in accordance with St Philip's Staff Handbook.
- The scope of the role will naturally evolve to adapt to the needs of the organisation.
- 6-month probationary period.
- References will be requested.
- This role requires an enhanced DBS certificate.

Note that this Role Description does not form part of your contractual terms and conditions of employment and may change from time to time.