

**Job Title** – Operations Administrator

**Job Type** – Full: one year, fixed term

**Job Purpose** – This new role will support the Operations Manager and Minister in maintaining and developing robust, sustainable and value driven operations, particularly in relation to Church life and events, communications and general administration, in order to enable the Church to become more effective in its life and mission.

**Reporting to** – The Operations Manager

**Working hours** – 40 hours though a part time hours would be considered for the right candidate

**Salary** - £19,380

**Location**- Gloucester Place & Florence Road

### **Responsibilities**

General responsibilities are centred around Church life, events, communications and administration but this role requires the post holder to work flexibly according to the needs of the Church and operations team. Due to the need to connect with volunteers and stakeholders, a commitment to attend Church services is desirable to the role. This role may require the post holder to work occasional evenings and weekends.

OCB reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the church.

### **Church Life & Events**

Ensure operational aspects of church services are covered to help them to run smoothly and create a friendly, welcoming and OCB value laden environment.

Working alongside the Minister ensure that relevant rotas are drawn up and provisions are in place for Sunday services and special events.

Alongside the HR assistant and Pastoral Worker, ensuring that we have an accurate and legal database of personal information from our church community.

Overseen by the Minister and Ops Manager, co-ordinate seasonal church events including but not limited to Christmas, Easter, Partnership Sunday, Weekend away or church gatherings, Rock Farm services and events and special services. This will include planning, budgeting, purchasing, marketing, ticketing and administration as well as being hands on during the events.

## **General Administration**

Respond to general enquiries by email.

Maintenance and development of our social media presence including promotion of events and key messages as well as ensuring that all communication is in line with our values.

Ensure that our websites and web presence are kept up to date with the most current and relevant information.

Drawing together of the information needed to complete the various projects.

Ensuring that staff and volunteers use our branding guidelines and that new projects can access branding support.

Support the fundraising process so that we have all necessary information in place to submit bids. Support the Ops Manager and Project leads in the admin tasks connected to searching for and submitting funding bids.

Technical troubleshooting and maintenance for printers / internet / phone etc.

Assist in the administration of the annual Nightshelter.

Alongside other members of the Ops team, implement and maintain a robust and safe filing system both electronically and physically.

Be regularly present in the office and at services to help the smooth running in terms of communication, troubleshooting, welcoming and ensuring that the space is well cared for. Contribute to the development of a happy and effective staff team.

Undertake basic admin duties such as door and phone answering, troubleshooting, filing and post opening.

## **Benefits**

- OCB will seek to develop the post holder towards their full potential
- An annual retreat will be encouraged and paid for by OCB
- 25 days holiday, plus bank holidays (pro rata)
- The chance to be part of a fun and energetic team.
- Auto enrolment on staff pension scheme (6% on qualifying earnings)
- Ability to work flexible hours

## Management Process

- Regular meeting with Line Manager and team leader.
- Annual appraisal with Line Manager.

## Qualities

	<b>Essential</b>	<b>Desirable</b>
<b>Skills and Abilities</b>	Experience and enjoyment of a role where multitasking, flexibility, proactivity and 'can do' is paramount	Experience in event / service planning and operational delivery
	Excellent written, verbal and relational skills	Experience of an administrative role.
	High level organisational skills with the ability to pull together and analyse information	Experience of using Wordpress and / or other digital platforms in particular Mailchimp and People Planning Centre.
	A desire to use or learn to use social media including Facebook, Twitter and Instagram effectively	
	A desire to learn how to use Wordpress and other digital platforms such as Mailchimp and People Planning Centre	
	The ability to work through issues logically to closure	
	Excellent, well rounded understanding of One	

	Church's core values	
	Attention to detail, ability to bring a project to closure and to work to a deadline	
	The ability to work as part of a team ensuring that work undertaken is complementary	