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**Operations Coordinator**

**Part-time (12 hours a week)**

**St John’s with Holy Trinity, Deptford (SE8 4EA)**

Date posted: Monday 21st October 2024

Application ends: Monday 11th November 2024

Interviews of shortlisted candidates: Friday 22nd November 2024

St John’s with Holy Trinity is an evangelical Anglican parish on the border of Deptford, Lewisham, Brockley and Greenwich. Our desire is to know the grace of God found in Jesus Christ, and to make Jesus known to others. St John’s is a multicultural church with a large Victorian building on Lewisham Way (SE8 4EA). Holy Trinity has a smaller congregation and building on the Orchard Estate (SE13 7QZ). The church hires out its facilities to community groups and businesses (a large hall and smaller room at St John’s, and a hall at Holy Trinity).

We seek a part-time Operations Coordinator to take responsibility (under the Vicar’s supervision) for the weekly **operational running** of the church.

**Key priorities:**

* To represent the Vicar and the church to visitors, parishioners, and all those who contact the church.
* To enable the time and energy of the Clergy and Ministry Team to be released for ministry and mission activity by developing systems for, or taking responsibility for, routine operational and administrative tasks.
* To manage and grow the hiring of the church halls and operational running of the building. The hiring of facilities is likely to take half of the role’s time.
* To support the church’s engagement with the surrounding community.

**Key responsibilities:**

1. To be part of a prayerful church community at St John’s, including joining and leading prayer sessions with members of the team, and to play a part in the church’s life and witness.
2. To make an appropriate response to all questions and enquiries, including those about the Christian faith, and to be able and willing to speak confidently about their faith in the wider community.
3. To take responsibility for coordinating much of the operational running of the church, in agreement with the Vicar etc, including for buildings, systems and events.
4. To provide weekly management of hall bookings (regular users and one-off bookings) and to seek to grow the number of hires.
   1. Communicate with enquirers and regular users.
   2. Arrange deposits, viewings and keys, and maintain diary.
   3. Promptly send out invoices to regular hall users.
   4. Publicise the facilities to community groups and businesses.
5. Where necessary to liaise with the church’s Maintenance Committee and Team regarding the schedule of maintenance tasks and improvements works, and to liaise with maintenance contractors and energy suppliers.
6. To ensure that GDPR, Fire, Health & Safety and HR protocols and policies are reviewed and adhered to.
7. To develop and implement systems and procedures to ensure smooth and efficient operations, including:
   1. Church management software (calendar, directory) – maintaining it and optimising its use.
   2. Finance procedures (including hall-booking invoices, expenses and purchases, reporting to the Finance Team).
   3. Liaison with church volunteer teams and event teams.
   4. Safe-keeping and maintenance of data, information and correspondence records.
   5. Record-reporting to the Diocese of Southwark.
   6. Maintaining/purchasing office stationery, equipment, and other supplies (e.g. cleaning supplies).
   7. Oversee and optimise office contracts e.g. phone, internet and photocopier.
   8. Oversee the cleaning and coordinate its schedule.
   9. Support the Parish Safeguarding Team in their work.
8. To provide weekly administration of office tasks:
9. Keep noticeboards and signage relevant and attractive, and coordinate parish publicity and deliveries.
10. Review and update the website regularly (and other websites periodically, e.g. AChurchNearYou), and develop and send out regular Newsletters/emails/whatsapps.
11. Deal with answerphone messages and email enquiries.
12. Help to prepare and print documents for Sunday services and special services.
13. Support annual administrative tasks – APCM, Electoral Roll, Parish Returns, Annual Inspection.

**Person requirements:**

*Essential*

* A personal Christian commitment and a good understanding of the Christian faith, ethos and doctrine.
* Proven organisational skills in a church or operations context.
* A positive team-working attitude.
* A high level of initiative with the ability to identify what is needed and to take responsibility for making sure the need is met.
* Self-motivated with the ability to work independently.
* Strong interpersonal skills in person and in writing.
* Sympathetic to the basis of faith of the Church of England Evangelical Council (http://ceec.info/basis-of-faith)

*Desirable*

* Demonstrable experience in relevant fields such as: project management, buildings management and maintenance; IT; HR; financial administration.
* Skills using church management software, websites, Microsoft Office, Google Drive, Canva, Mailchimp, or their equivalents.
* Able sometimes to join services or events at St John’s, in order to build relationships with church members.

There is an occupational requirement for the post-holder to be a practising Christian in accordance with the Equality Act 2010.

**Terms of agreement:**

* Salary of £15 to £17 per hour, depending on the candidate’s experience.
* 12 hours per week.
* Working hours and days may be flexible according to the needs of the role and availability of the person. However, the working hours will need to be spread throughout the week, and some weekend and evening working will be required.
* You can work remotely at times, but much of the work will involve meeting members of the church, hall-hirers, contractors, etc, which need to be done face to face.