

OPERATIONS ASSISTANT

Department: Operations

Reports to: Jennifer Swallow, Operations Manager (Admin & HR)

PURPOSE OF THE ROLE

To provide administrative assistance to our Operations Managers, supporting the smooth running of our ministries, events and activities, in order that we'd see ordinary people changed by Jesus to change the world.

DIMENSIONS

Working hours: Permanent, part-time salaried role of 7 hours per week, to including Tuesday mornings.

ACCOUNTABILITIES

TO SUPPORT THE VARIOUS MINISTRIES, EVENTS AND ACTIVITIES WHICH CONTRIBUTE TO LIFE AT KING'S

- Support our weekly online prayer meeting, through compiling rotas, communicating with leaders, scheduling emails and keeping our website up to date
- Track and progress applications and disclosures for church members serving with children and vulnerable adults
- Make regular purchases for refreshments and other resources needed to support our operations, ministries and Sunday meetings
- Communicate with the church about regular key events, handling and recording responses in a clear way
- Provide administrative support for other ongoing operational requirements

TO COLLECT AND PROVIDE RELIABLE INFORMATION NEEDED TO MAKE EFFECTIVE DECISIONS ABOUT THE CHURCH

- Provide reliable, up-to-date statistics, including weekly numbers and reports on team health, to be used by our Elders, Senior Leadership Team and Trustees in making effective decisions about the life and future of the church
- Track church members on our database, providing reporting as requested and highlighting anyone who would benefit from pastoral follow-up
- Collate and share information as needed, especially at times of change or review

KEY SKILLS, CHARACTER TRAITS AND EXPERIENCE

- A love for Jesus and his church
- A gifting in, and love for, administration
- Highly organised and reliable
- Good communication and computer skills
- Adaptable, teachable and willing to learn
- A servant-hearted approach to working life
- Great team player

KEY REQUIREMENTS

- To adhere to and demonstrate staff values
- To adhere to all staff and church policies in the 'Staff Handbook'

Most recent document amendment: July 2025