

RECRUITMENT PACK

Operations Assistant



Thank you for your interest in this role at King's Church High Wycombe. This pack aims to give you some background - who we are, what we believe, how we work and perhaps answer some of the questions you may have about the recruitment process in general.

Every role at King's Church has objectives and accountabilities which are linked to and supporting our organisation's Vision, *A diverse church of thousands that surrounds and saturates High Wycombe with the love of Jesus.* and Mission, *to see ordinary people changed by Jesus to change the world,* and we encourage staff members to see every task and responsibility we do and carry as working towards these.

The King's Church High Wycombe office is a place of obvious Christian faith. We regularly stop working to pray together over a matter, every meeting starts with a short prayer, staff can often be heard praying out loud, in English or in tongues, our Staff Training on wellbeing, leadership and team-working is always from or based on Scripture, and we start each week with a weekly Prayer & Worship meeting on Tuesday mornings.

Our *Staff Values*, seen further on in this pack, guide how we work together as a staff team.

KCHW is committed to being inclusive and accessible to disabled people. Disabled people are a diverse group with differing requirements, some of which aren't always apparent. To that end we want to make our recruitment process as accessible as possible and to provide workplace adjustments to help eliminate barriers in the work environment that disabled people face.

Should you have a reasonable accommodation request to help facilitate you in the recruitment process, please email Jen@kchw.co.uk or call 01494 459 901 to discuss how we can support you further.

For further information about how we will hold your data, please refer to our Privacy Policy at kchw.co.uk/privacy and direct any further enquiries by email to Jen@kchw.co.uk

OUR RECRUITMENT PROCESS

1. Application
2. Interview
3. References
4. Offer Letter
5. Acceptance
6. Contract & Induction

- Please fill out the application form received with this document, including contact details for references and when we can contact them,
- Email your completed application form and your current CV to Jen@kchw.co.uk.

If you would prefer to have an informal chat about the role before applying, please call Jen on 01494 459 901 or by email to Jen@kchw.co.uk

KEY DATES

Role Advertised – *Sunday 11 January 2026*

Application Deadline – *Wednesday 21 January 2026*

Interviews Expected – *Wednesday 28 & Thursday 29 January 2026 if possible*

Potential Starting Date – *As early as available from mid-February 2026*

ABOUT THE ROLE

We're looking to fill this new role providing 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.

Please see the Job Description for this role... you will find there:

- The purpose of the role,
- Some basic dimensions of the role,
- The accountabilities of the role,
- Some qualities, skills and experience the successful candidate should have,
- Some key requirements the successful candidate must have.

In general, staff work the majority of their hours at the King's Centre in High Wycombe.

For details of the potential salary, please contact jen@kchw.co.uk

Benefits:

- As well as offering a competitive salary and pension scheme, we are a compassionate employer and offer regular Time for Reflection and occasional staff social events.
- We have a generous leave package, at 25 days per year (FTE) plus bank holidays, and offer time off in lieu for extra time worked, to be taken within guidelines.
- Staff meet with their Line Managers on a regular basis (FTE monthly) to check in pastorally, chat about current objectives and evaluate ongoing accountabilities.
- Opportunities for training and professional development relevant to your role may be identified during these chats, and made available, if and when operationally possible.
- Further pastoral support is available to everyone in our church family, including staff.

Important notes:

- **Please note that we are unable to start employment for anyone who does not have the appropriate Right to Work documentation to work in the UK.**

STAFF VALUES

To pursue the church vision with everything we have, these six values guide how we work together as a staff team.

Value #1 - We work from a place of rest.

We're serious about our own discipleship, intentional about rest. Because we believe that healthy things grow.

- It's not about doing less, it's about all of us having intentional healthy rhythms in our lives – yearly, monthly, weekly, daily – and built-in times of pause and refreshment.
- It's about leading from a place of peace and security in Jesus – knowing that we're deeply loved sons and daughters.
- It's about understanding ourselves – knowing what drains our batteries (spirit, relationships, mind, emotions, body) and what we need to do to replenish.
- It's our own responsibility – but as a team, we encourage and support each other, and hold each other accountable, in leading from rest.

When our instinctive response to the question, "How are you doing?" isn't just, "busy" or "tired"! When we're able to grow and thrive, even when we have a lot on our plate.

When we work from a place of rest, we are in a better place to lift our eyes from ourselves onto others. Rest leads to honour.

Value #2 - We honour one another

We value each other's unique gifts and contribution. And we celebrate what God is doing in each other's lives and work.

- It's recognising that we each bring our own God-given gifts, lived experience, and story to the table
- It's genuinely wanting the best for each other – praying for each other to thrive, and cheering one another on
- It's being family – celebrating with people when things are going well, and standing alongside them when they're not
- And it's being deliberate about encouraging each other, knowing that what we say carries weight

When we find ourselves celebrating each other's successes and mourning each other's losses. And when we all feel seen, appreciated and supported.

When we invest in relationships, we're more likely to trust one another. Honouring leads to trust.

Value #3 - We trust each other and are trustworthy

We always choose to think the best of each other. We do what we say we'll do, and we take responsibility if we can't.

- It's backing and empowering each other through saying and showing, 'we believe in you to do the job you've been given'
- Whenever there's a gap between expectation and outcome, it's choosing to fill the gap with trust, not suspicion – always talking well of one another, whether we're in the room or not.

- It's loving each other enough to be honest – not shying away from face-to-face conversations when they're needed
- And if we don't do what we said we'll do, it's taking the initiative in owning up to falling short

When each of us has clarity on the things we are responsible for. And when we are prepared to have an honest conversation rather than letting resentment build up.

When we know we're trusted, we will be willing to take more risks. Trust leads to courage.

Value #4 - We are courageous

We take Godly risks, knowing that sometimes we might fail. And we are content to be healthily out of our depth.

- It's acknowledging that the Kingdom of God is bigger than all of us – more important than our reputations, bigger than our fears
- It's being increasingly courageous in our own personal lives - developing a courage through who we are in Christ
- It's erring on the side of faith – setting God-sized goals that won't happen unless the Holy Spirit moves
- And it's when we are happier to fail trying to honour Christ than to stand still and accept things as they are

When the size of our goals means that prayer is a necessity and not a last resort. And when we're regularly celebrating stories of courage in each other's lives and work.

With God-sized goals, we need many Godly leaders. Courage leads to raising leaders.

Value #5 - We grow as leaders, and we raise leaders

We know that Godly leadership matters. So we invest in ourselves and others, always valuing character over gifting.

- It's when we take our own leadership seriously, putting ourselves in environments where we're best-placed to grow
- It's making leadership development the main thing we do – always looking for ways to be leaders, not practitioners
- It's intentionally encouraging potential in others – trusting God has given us the leaders we need to build the church
- And it's mentoring others to take our place, trusting that God will continue to use us for His glory and purposes as we do so

When we have a group of people following our leadership. And when we're raising and releasing more leaders, at all levels, than we need.

As we develop this leadership culture – growing ourselves and others – we set an example and an expectation of always bringing our best.