

Role Description - Operations Assistant

November 2019



Responsible to:	Operations Director
Workplace:	St Barnabas Church
Hours of work:	35 hours per week
Salary Range:	£23,000 to £25,000

St Barnabas is a vibrant charismatic evangelical church with a dynamic missional outlook. The Bishop of London having recently designated St Barnabas as a resource church, we are entering an exciting new chapter, and are positioning ourselves to become a major centre for church-planting and mission to reach North London and beyond. We are looking for a high capacity, self-starting operations and finance professional to strengthen our dynamic operations team at this pivotal time in the St Bs journey.

Objective:

To make a significant contribution within the Operations Team to achieving our vision of growth in this next chapter by providing excellent operations services, support and training to St Bs staff, ministries and church members.

Main Tasks and Responsibilities:

1) Communications & Integration

- a) Facilitate integration of newcomers fully into the life of St Bs from Connect card input onwards via ChurchSuite workflows, liaising with Connect team re Connect meals and small group leaders etc
- b) Assisting with St Bs Travel Plan promotion and implementation
- c) Assisting with proof reading of external comms

2) Sunday Services Coordination

- a) Responsible for compiling and distributing notes and information to all those involved in Sunday services
- b) Responsible for compiling Sunday services rotas and other rotas as appropriate. Proactively flagging gaps and identifying new team members as appropriate
- c) Liaising with the Vicar/Director of Ministry about organisation of Sunday community slots
- d) Liaising with the Vicar's PA/Director of Ministry re coordination of Sunday preaching/leading programme
- e) *To coordinate Sunday worship services liaising with the Director of Ministry as appropriate*

3) Finance

- a) Cash handling including overseeing weekly cash count team
- b) Payment processing including weekly expense claims and invoices, BACS transfers via online banking and cheque payments
- c) Financial data entry including Gift Aid processing and claims

4) Events and Bookings

- a) Coordinate internal room bookings under bookings policy
- b) Respond to third party user and event requests and liaise with Core Group where necessary
- c) Assist with seasonal and other events as appropriate
- d) Administer weddings and funerals including legal compliance (fees, documentation, registers and banns)

5) General Operations

- a) Assist the Office Administrator in responding to office inbox emails, phone calls, visitors and deliveries
- b) Contribute to organisation of the Annual Parochial Church Meeting in April, and electoral roll review
- c) Contribute to implementing Health and Safety (including fire safety, catering hygiene, first aid and RIDDOR) processes and risk assessments for activities and events including liaison with new Enterprise Café
- d) Door access (keycard) control management
- e) Staff recruitment support
- f) General correspondence, filing and archiving, computer housekeeping

Note: This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any role may be expected to change over time. Employees will be consulted over any proposed changes to this job description before implementation.

Person Specification - Operations Assistant

November 2019



Please check the following list of characteristics before filling in the Application Form.

Requirements	Desirable	Essential
The right to work in the UK		X
Two satisfactory, contactable employment references		X
There is an Occupational Requirement under the Equality Act 2010 for the applicant to be a committed Christian.		X
To adhere to the Statement of Belief of the Evangelical Alliance (www.eauk.org/about-us/basis-of-faith)		X
To be (or become) a committed member of St Barnabas, regular in Sunday worship, and active in the life of the church and its ministries		X
To take an active part in weekly staff prayers, any team away days and a biennial spiritual retreat for all staff.		X
Skills, knowledge and experience		
Exceptional accuracy and attention to detail		X
Able to offer first-line empathy and prayer for visitors to the church in the absence of clergy, and to direct people in crisis to appropriate Christian counsellors or aid.		X
Enjoyment in how things work together, in connecting people and projects/events, and in looking for ways to improve systems and information flows.		X
Team player, relationship builder with excellent interpersonal/communication skills		X
Flexible and adaptable e.g. able to cover some reasonable different operations duties for holiday/sickness cover when required		X
Ability to be highly confidential and trustworthy		X
Ability to multi-task and to see jobs through to completion		X
Highly organised with excellent time management and scheduling skills		X
Ability to work with initiative and a minimum of supervision		X
Fluent, clear and concise spoken and written English. Good numeracy skills		X
Ability to work well and remain calm under pressure		X
Experience in document typing, preparation and storage – paper and electronically		X
Excellent Microsoft Office skills		X
Experience in a comparable administrative role		X
Experience using a range of office machinery including copiers, laminators, etc.		X
Ability to accurately count and record cash		X
Ability to accurately record financial transactions and to administer Gift Aid		X
Understanding of the ethos, mission and organisation of the Church of England	X	
Experience of ChurchSuite or a similar Customer Relationship Management System	X	
Experience of working with and managing volunteers	X	
Basic understanding of accounting principles	X	
Experience of an accounting software package	X	