



OPERATIONS COORDINATOR

We are seeking a highly organised and efficient person to coordinate some of the core operations of our church. The OP-CO is a key figure in the life of the church and must therefore be able to hold sensitive information and respond to all kinds of questions and challenges as they arise; Thus the OP-CO needs to be a reassuring voice with a high level of tact and discretion. As the OP-CO is often the first point of contact for people contacting the church it is also vital that the successful person is a warm and hospitable personality.

HOURS: 16hrs P/W

SALARY: £ 9,000 - 11,000 (Depending on experience) + Expenses + Pension contribution.

HOLIDAY: 6 weeks paid holiday P/A

TRIAL PERIOD: 6 Months

CONTRACT: Permanent upon agreement after trial period.

Job Description

1. Working closely with the Pastor – responsible to the Pastor and Board of Trustees.
2. Occasional attendance at Trustee and other meetings as required by the Pastor.
3. Communication to the church on behalf of The Board of Trustees, the Pastor and for areas specified in Job Description.
4. Maintaining up-to-date records of all church members in order to communicate effectively. Producing a directory of current church members annually.

5. Word processing and circulation of letters, reports and notes at the request of the Pastor and/or Board of Trustees.
6. Writing, design and production of a weekly church news email.
7. Writing, design, production and scheduling church social media posts on Instagram & FaceBook.
8. Creating content for, editing and updating the church website.
9. Representing the church to external agencies and individuals; responding to enquiries, telephone calls, emails, etc.
10. Organisation; administration; promotion of special events when required the Pastor and/or Board of Trustees.
11. Admin and communication support for the Safeguarding Team to include, identification and administration of DBS checks, chasing consent forms and arranging training for relevant groups.
12. Signposting pastoral support and prayer and delivering pastoral support and prayer as appropriate.
13. Liaison with Cleaning Staff & Maintenance Team.
14. Liaison with external contractors.
15. Liaison with individuals and organisations who rent space at TUFC. Administration of hiring forms and invoices; walk-throughs and welcomes; responding to issues on the day of hire.
16. Responsible for maintaining an up-to-date church diary.
17. GDPR: Maintaining and updating GDPR records. Ensuring all new members and those providing us with personal data sign the relevant forms or email consent.

18. Financial: Administration of petty cash; recording debit card payments for church purchases. Purchasing supplies for Open Church; stationery; housekeeping and cleaning; special events; youth etc.
19. Responsibility for Sunday Morning Set Up rota (when building is in use), and other rotas as required.
20. Support as required prior to and at weddings [Registrar]; funerals etc.

Line Manager: Pastor : Rev Ade Gascoyne

Supervision meetings are usually held weekly, with additional time given as necessary. Initially this is likely to be more frequent.

Due to the nature of this position it is essential that the applicant has a strong Christian Faith.

Applications available on request and should be submitted by **Thursday 30 September**