



St. Mary's Coventry



Operations Assistant

12 hours per week. (Some evening work/weekend work occasionally required)

£7,490 (FTE - £24,960) for the first 6 months that increase to £8,424 (FTE - 28,080) following successful probation period.

plus employer pension contribution 3% and any other benefits you provide to employees

**Contractual Location is Parish Office of St. Mary's Coventry
Walsgrave, Coventry CV2 2AW**

The Role of Operations Assistant

St. Mary's Church is actively seeking a dynamic and highly organised Operations Assistant to play a pivotal role in managing the daily operations of the church, aligned with our vision of "Growing Love and Faith that Transforms Lives." This position involves overseeing digital systems, coordinating practical elements of church life, finding new groups to hire the centre for increased church income, managing the practical needs of the church site, and ensuring compliance with legal and diocesan policies. In addressing legal and diocesan compliance, the Operations Assistant ensures that the church operates ethically, transparently, and in accordance with regulatory standards. This not only safeguards the church's reputation but also instils trust within our community, allowing individuals to engage with us confidently and meaningfully.

The Operations Assistant role is a vital component in the realisation of St. Mary's Church's mission. By actively engaging in the management of facilities, digital systems, and operational processes, the role ensures that our church remains a welcoming, vibrant, and inclusive community where individuals can embark on a journey of spiritual growth and experience the love and faith that truly transforms lives.

The main responsibilities of the Operations Assistant are:

Key Responsibilities:

1. Centre Management and New Client Recruitment:
 - Take a proactive role in managing the church facilities, actively seeking and securing new groups to hire the centre to increase church income.
 - Actively engage in recruiting new clients for church events and programs, aligning with the values of welcome and generosity.
2. Practical Site Management:
 - Coordinate and manage the practical needs of the church site, including scheduling and overseeing repairs, maintenance, and improvements.
 - Collaborate with relevant stakeholders to address building-related issues and identify opportunities for enhancements.
3. Legal and Diocesan Compliance:

- Ensure adherence to legal and diocesan policies, developing and implementing procedures to maintain compliance.
 - Stay informed about any changes in regulations and policies and update internal processes accordingly.
4. Digital Systems Management:
 - Run and maintain digital systems, including Church Suite, Google Workspace, and the church website, to effectively communicate the values of welcome, generosity, and fun.
 - Manage digital communications through platforms like Canva and social media channels, ensuring alignment with the church's priorities of small groups, young people, and creating an irresistible environment.
 5. Coordinating Church Life:
 - Coordinate practical elements of church life, such as scheduling events, managing resources, and supporting volunteers, with a focus on creating a fun and affirming atmosphere.
 - Collaborate with various church teams to ensure seamless coordination and execution of activities that nurture small groups and engage young people.

What we are looking for in a Operations Assistant:

1. High Computer Literacy:
 - Proficiency in using digital systems, including Church Suite, Google Workspace, Canva, and social media platforms, to advance the church's mission.
 - Ability to troubleshoot and resolve technical issues independently to maintain an efficient and welcoming digital presence.
2. Organisational Skills:
 - Strong organisational skills with the ability to manage multiple tasks and priorities effectively to create a welcoming and affirming environment.
 - Attention to detail in coordinating events, bookings, and digital communications that embody the values of welcome, generosity, and fun.
3. Interpersonal Skills:
 - Excellent interpersonal skills to interact with church members, volunteers, and external clients in a way that affirms the church's values.
 - Ability to foster a positive and inclusive community atmosphere that supports the church's vision.
4. Proactive Problem Solver:
 - Proactively identify and address challenges to ensure the smooth running of church operations and contribute to the transformational vision of growing love and faith.
 - Demonstrate initiative in finding solutions and improving processes in alignment with the church's priorities.

This post reports to Revd Tom Cook and is based in St. Mary's Coventry.

Full job description and Person Specification are available from <https://www.stmaryscoventry.org/more/jobs>

For an informal discussion regarding this role, please contact Revd Tom Cook,
revtomcook@stmaryscoventry.org, 07539 551 398

Closing date for applications: 29th April
Interviews will take place at the Diocesan office: Friday 10th May

Please send completed applications to:
Email: revtomcook@stmaryscoventry.org
or
Post: St. Mary's Coventry, Hall Lane, Walsgrave, CV2 2AW