

## JOB DESCRIPTION FOR: Operations Assistant

<b>Location:</b>	Parish Office of St. Mary's Coventry with travelling across Coventry and Warwickshire for training as required  This role is office based
<b>Responsible to:</b>	Revd Tom Cook (Line Manager)
<b>Salary:</b>	£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
<b>Hours:</b>	12 hours per week. (Occasional evening and some weekend working may be required)

### Equality, Diversity and Inclusion Statement

In St. Mary's Coventry we are committed to work with determination towards a fuller representation of the social, cultural and ethnic diversity which accurately reflects the people we serve in the Parish of St. Mary's. We expect all employees to promote and model equality, diversity and inclusion in their working practices and relationships and to uphold principles of equality of opportunity in accordance with our legal and theological obligations as written in Galatians 3:28 which says, "There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus".

If you have a disability or long-term illness that you feel prevents you from meeting any of the essential criteria, please contact us to discuss what reasonable adjustments we can make for you.

As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

All employees undertake mandatory Equality, Diversity and Inclusion training during their employment with us.

### Background to Role

The Operations Assistant role at St. Mary's Church is intricately tied to the mission and purpose of our organisation, which is centred around "Growing Love and Faith that Transforms Lives." As we continue to evolve and expand our outreach within the community, this position has been crafted to meet the increasing operational demands that come with a thriving and dynamic church environment.

The Operations Assistant role plays a pivotal part in realising this vision by addressing key operational areas. By actively managing the church facilities and seeking new groups for centre hire, the role contributes significantly to the financial sustainability of the church.

This, in turn, supports the church's broader mission by ensuring that we have the resources and capabilities to continue providing impactful programs, events, and services to our community.

## **Role Profile:**

St. Mary's Church is actively seeking a dynamic and highly organized 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.

## **Main Activities and Responsibilities:**

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.

#### Role Requirements:

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.

**Key Relationships:**

The Operations Assistant will report directly to the Priest-in-charge.

**Training, Monitoring and Evaluation:**

The post holder will participate in reviews of progress every 6 months and an annual review as a member of PCC Staff. There will also be regular meetings/supervisions with the line manager.

All employees are expected to undertake mandatory training including Equality & Diversity, Unconscious Bias, GDPR, Internet Security, plus other training that is identified during the course of employment.

## Person Specification

This section details the attributes which are required in order to undertake the full remit of this post.

AF=Application Form; Int = Interview; Test=Written and Verbal Test

Attributes	Essential	Desirable	Means of Assessment
<b>Qualifications</b>			
GCSE's in English & Maths or equivalent	X		AF/ Certificates
Relevant qualification or certifications in Office Management/ Digital systems management or operations		X	AF
<b>Experience</b>			
Experience of Facility Management, Office Operations or related fields	X		AF/Int
Experience in coordinating events and managing practical aspects of facility	X		AF
Previous experience in Church or Community Organisation		X	I
Experience in developing and implementing procedures to ensure legal and diocesan Compliance		X	I
<b>Skills/Abilities</b>			
High Computer Literacy with proficiency in using Church Suite, Good Workspace and design software (like Canva) and social media platforms	X		AF
Strong Organisation skills and attention to detail	X		AF
Excellent interpersonal skills and the ability to work collaboratively and independently as needed		X	I
Ability to troubleshoot and resolve technical issues independently	X		AF
Experience in finding and securing new client for facility bookings		X	I
<b>Personal Qualities</b>			
Proactive problem solver with a solution-oriented mindset	X		AF
Stong commitment to upholding the churches values of Welcome, Generosity, Fun and Affirming	X		AF
Ability to create a positive and inclusive community atmosphere		X	I
Enthusiastic and adaptable to changing situations	X		AF
Passionante for supporting the churches vision of "Growing love and faith that transforms Lives		X	I
Supportive of the mission and ministry of the Church of England and the Diocese of Coventry mission purpose statement	X		AF

If a DBS check is required please state the level needed, and that a confidential declaration form will need to be completed.

“There is no Occupational requirement for the successful applicant to be a Christian. We welcome applications from all candidates regardless of faith or belief system”

If you have a disability or long-term illness that otherwise prevents you from meeting any of these criteria, please contact us to discuss what reasonable adjustments we can make for you.

It is a condition of any offer of employment we make to you that you have, or gain, permission to work in the UK. By law, you will not be able to start working for us until you are able to provide evidence that this permission has been granted

For more information, including job and person specification, and application form, please see <https://www.stmaryscoventry.org/more/jobs>

or contact the Line Manger, Revd Tom Cook, [revtomcook@stmaryscoventry.org](mailto:revtomcook@stmaryscoventry.org) or 07539 551 398

Closing date for applications: 29th April  
Interviews on one of the following dates: 10th May

Please send completed application forms to:

Email: [revtomcook@stmaryscoventry.org](mailto:revtomcook@stmaryscoventry.org)

or

Post: St. Mary's Coventry, Hall Lane, Walsgrave, CV2 2AW