



## Operations Assistant (plus optional Comms & Media)

### Introduction

St Werburgh's is a vibrant and growing local church in Chorlton, South Manchester. We are three years into planting into this church with approximately 130 members a large majority of whom are young families and those under 40. We are gearing up to send a plant team out with our Curate in the next year as part of our mandate as a resource church. We are part of the New Wine network and are praying for the renewal of the church and have an expectation that God is moving in this city.

We're growing rapidly as a church and so are looking to recruit an Operations Assistant to support the existing team as we seek to realise our vision to see people, communities and churches come alive in Jesus' name, in Chorlton, Manchester and beyond. We are looking for someone who is both passionate about and skilled in church operations and administration.

We're in an exciting time of growth and we need a team who can adapt rapidly to the changes this brings. This role would work alongside the Operations Manager to ensure our church runs smoothly as we navigate this exciting growth.

The Operations Assistant role alone is 4 days (30 hours) but there is the option to increase this to full time (37.5 hours) with the role expanded to include Comms & Media for an applicant with the necessary additional skill set.

### Role Description

We are looking for someone skilled in operations and an excellent administrator.

You'll be passionate about seeing how well-supported teams and good systems can enable the vision of the wider church.

We're looking for an excellent communicator and welcoming presence, someone who will be the first point of contact for enquiries and for our busy church hall. This will include both maintaining great relationships with our hirers, as well as working with suppliers and contractors as needed.

Most importantly, we're looking for the person God is calling to us, who is passionate about developing their calling and excited to become part of this growing community in Chorlton.

This post is for 30 or 37.5 hours per week, either of which must be worked across Monday to Friday



## Job Specification

### Operations Assistant

- Oversee operational systems, making sure they effectively support the vision of the church
- Work with the staff team and leadership of the church in delivering the vision and values of St Werburgh's
- Be the first point of contact for enquiries and visitors to the church office
- Manage the church office; overseeing IT systems, office supplies and the church diary
- Recruit, train and develop the front of house Sunday teams incl hospitality and welcomers
- Manage hall bookings
- Work with the Operations Manager in submission of church reports and annual returns
- Support the Operations Manager in ensuring our policies and procedures are effective and worked within
- Manage the church and hall site incl maintenance, utilities, minor repairs, managing key holders and general upkeep
- Oversee the communications diary for the church, overseeing communication planning and implementation
- Work with ministry leads to oversee Sunday rotas

### Comms & Media (if full time)

- Recruit, train and develop team of media volunteers
- Upkeep and development of website content
- Plan and create content to social media
- Produce communication media through Canva and/or Adobe
- Produce service media

## Person Specification

### Essential

- Passionate follower of Jesus and committed to become part of the St Werburgh's church family
- Able to manage teams in a modern, evangelical, charismatic church
- Two years' minimum experience working in an administrative or operations role
- Excellent communicator both in person and over email
- Excellent organisation and time management skills with a proactive approach to task management
- Keen eye for detail
- Proficiency in IT – able to quickly pick up new IT systems
- Able to think creatively and problem solve in varied situations
- Flexibility and adaptability – able to adapt to the changing needs of a resource church which will soon be planting
- Able to operate in line with one of our core values that as a team and wider church we have fun!



### Desirable

- Experience managing volunteer teams
- Experience working in church operations or administration (Operations Assistant)
- Familiarity with Churchsuite (Operations Assistant)
- Experience with Canva, Wix and Adobe (Comms & Media)
- Creative eye and ability to produce clear, effective and visually appealing media (Comms & Media)

### Benefits

Fully funded attendance at appropriate training events such as New Wine Leaders Conference

### Terms & Conditions

There is an Occupational Requirement for the post holder to be a practicing Christian, in accordance with Schedule 9 of the Equality Act 2010

Employer	St Werburgh's Church
Term	2-year fixed term contract
Line Manager	Operations Manager
Salary	£21-23k pro rata (depending on experience)
Probation	Appointments subject to a 6-month probationary period.
Location	St Werburgh's Church, 386 Wilbraham Road, Chorlton, M21 0UH
Hours	4 days (30 hours) for just Operations Assistant role or 5 days (37.5 hours) if Operations Assistant plus Comms & Media.
Annual leave	25 days plus bank holidays pro rata
Expenses	Office expenses paid in full
Retreats	Ongoing conferences and training encouraged where possible.
Pension	Auto-enrolment scheme in place
References	This job offer is subject to satisfactory references

### Application Process

Informal enquiries are welcome. Please contact James Neal (St Werburgh's vicar, [james.neal@stwchorlton.org](mailto:james.neal@stwchorlton.org))

If you wish to apply for this role, please email a covering letter and CV to [hello@stwchorlton.org](mailto:hello@stwchorlton.org) by **12pm on Monday 4<sup>th</sup> March 2024**. The letter should cover:

- Why you feel called to this position
- How you believe you fulfil the requirements of the person specification

If shortlisted, you will receive an invitation to interview – held in person on **Monday 11<sup>th</sup> March 2024**.

