

# Job Description - Operations Officer

May 2022



<b>Responsible to:</b>	Operations Director
<b>Workplace:</b>	St Barnabas Church
<b>Hours of work:</b>	Permanent full-time
<b>Salary:</b>	£24,000

## Welcome to St Barnabas

We are delighted that you are interested in applying for this role here at St Barnabas, a vibrant charismatic evangelical church, with a very multicultural membership and a dynamic missional outlook. As a Diocese of London resource church, we are entering a new chapter, positioning ourselves to become a major church-planting and mission centre to reach North London and beyond. This is a great opportunity for a self-starting individual to join our operations team as God calls us to new things in the post-COVID world.

Operations is a key ministry at the heart of the life of St Barnabas to release and enable others. This is a significant operations role relating to the Operations Director, staff team and church members. If you love planning, organising, and keeping things on track, read on. If successful, you would find yourself in a supportive environment, as part of a large team of staff and amazing committed volunteers, and part of a wonderful, diverse church family. We're confident this is a fun place to work and we would invest in you to grow as you follow God's call in serving his church.

We are on a journey to remodel every level of our church's leadership to reflect the diversity of our membership and so we welcome applicants from UKME/GMH backgrounds.

## Objective

To make a significant contribution to serving the mission and ministry of St Barnabas, by fostering good relationships with and providing operations systems and support to our amazing church family and staff team.

## Main Duties and Responsibilities:

### 1) Communications

- a) From the position of a member of St Barnabas, to catch our vision, fully understand our message, get to know our people and tell our stories
- b) Responsible for producing and publishing weekly e-Bulletin
- c) Keep St B's website up-to-date including and posting news to social media platforms
- d) Update "What's On Screens"
- e) Prepare weekly Sunday service AV slides, folder and online platform link

### 2) Events and Bookings

- a) Coordinate internal room bookings under bookings policy in liaison with church members
- b) Update ChurchSuite calendar and other information with events and booking details
- c) Coordinate those external room bookings which the team have capacity to accept, including supervising any hosts used
- d) Assist the Operations Coordinator with the organising of seasonal, staff, New Wine leaders' and other events

### **3) Other Responsibilities**

- a) Respond to office inbox emails, phone calls, visitors and deliveries during the week
- b) Coordinate door access (keycard) control and issuing cards to keep the 913 High Road building secure
- c) Complete weekly cash count with a volunteer
- d) Arrange purchase of cards and cake for staff birthdays, and flowers/gifts for church members' major life events
- e) Manage general correspondence, filing and archiving, computer housekeeping
- f) Monitor and order stationery, catering and other supplies and ensure payment via Expense Plus
- g) Prepare Welcome bags & enter Connect cards into ChurchSuite
- h) Distribute post, coordinate lost property, drop off any post to Post Office
- i) Keep staff kitchen, photocopy room and reception tidy, and check all St Barnabas fridges periodically
- j) Act as note taker for Church: Outreach Group weekly meetings
- k) Assist with staff inductions, sign in, fire alarm tests, drills, and update fire duty board

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 Officer

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Please check the following list of characteristics before applying.

Requirements	Desirable	Essential
Any offer of employment will be subject to the individual demonstrating the right to work in the UK, and completing satisfactory pre-employment checks, including two employment references covering the last five years if possible, and where appropriate, a satisfactory DBS Check or equivalent for non-UK residents.		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 ( <a href="http://www.eauk.org/about-us/basis-of-faith">www.eauk.org/about-us/basis-of-faith</a> ).		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. We need the role holder to become thoroughly embedded in the St Barnabas community, to catch and share our vision and to get to know our people in order to effectively communicate our distinct message from a shared perspective.		X
To take an active part in weekly staff prayers, any team away days and a biennial spiritual retreat for all staff.		X
<b>Skills, knowledge and experience</b>		
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 provide some reasonable holiday/sickness cover when required by the Operations Coordinator		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 and 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
Some relevant experience in administration work		X
Experience using a range of office machinery e.g. copiers & laminators, etc.		X
Ability to accurately count and record cash		X
Understanding of the ethos, mission and organisation of the Church of England	X	
Experience of ChurchSuite or a membership database system and Expense Plus or a similar finance package	X	
Experience of working with volunteers	X	