



Operations Assistant

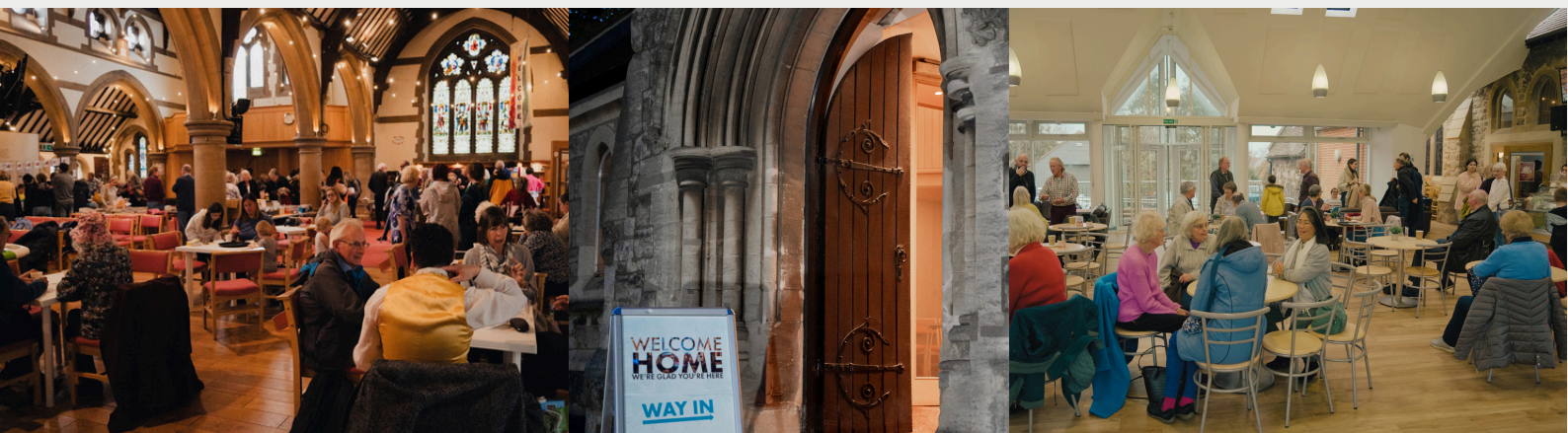
Job Description & Person Specification
Full Time (37.5hrs/week)

£27,000 per annum

10% non contributory pension

30 days' annual leave + bank holidays

Full on the job training and support provided



The Church

All Saints' Woodford Wells is a vibrant, charismatic evangelical Anglican church in the heart of Woodford Green in the London Borough of Redbridge.

Our vision is to see Jesus at the centre of every life, marriage, family, workplace, community and nation. We are a church of the Word, a church of the Kingdom and a church of the Spirit.

Our Values

We believe that the Bible is the Word of God. It is our authority in all things.

The central message of Jesus' preaching was that of the Kingdom of God - He is restoring all things.

We believe that the Christian life is to be lived in intimate relationship with Jesus, in the power of the Holy Spirit.

Our Services

We have four services every Sunday, although the majority of the church attendance is at the 11.15am and 6.30pm services. The first two services (at 8am and 9.30am) are traditional, liturgical services with a loyal congregation who are very supportive. At 11.15am we have our informal family service with worship, prayers and teaching, during which the children and youth meet in six different age groups. Our final service, at 6.30pm, is an informal service with worship and an extended time of teaching and response. Prayer ministry is part of all of our services.





The Operations Team

Operations Manager

Deputy Operations Manager

Operations Coordinator

Life Events Coordinator

Operations Assistant

The Operations Team works together, under the leadership of the Operations Manager, to assist the smooth running of church life in this vibrant parish. As the focal point for those contacting the church, the team needs to respond to a wide range of issues in a sensitive and compassionate way. We seek to work together and with others in a way that communicates Jesus' love.

As a large church with a broad range of activities taking place on site each week, including our Atrium café which opens during term time, we are able to enjoy contact with both the church family, the wider community and those hiring our site on a day-to-day basis and it makes for a varied environment where no two days are the same.

We are looking to employ someone who loves and follows Jesus closely, who has a heart for the church and for people, with strong administration skills. They will share the vision and values of All Saints' Woodford Wells and the New Wine Vision and Values.

Key Duties (but are not limited to)

Church Life Administration

- Support the Operations Manager and Team in the daily activities of the church office
- Welcoming visitors, answering phones and responding to emails
- Main point of contact in the office for purchases

Event Coordination

- Support the Operations Coordinator to ensure the smooth running of internal and external events, including any technical needs
- Prepare internal/external signage
- Co-ordinate setting-up/re-setting of event spaces, including the physical moving of chairs, tables, etc. as required
- Oversee preparation/clear up of occasional refreshments/lunches
- Communicate event payment terms to Operations Coordinator
- Work with the Operations Coordinator to share the planning and preparation for visiting groups staying at All Saints' Woodford Wells.

Volunteer Coordination

- The production and distribution of rotas and work schedules for Sunday services and other church ministry activities

Other

- Ad-hoc support of other churches in our Mission and Ministry Unit
- Ad-hoc support of New Wine activities
- Special projects and new initiatives as required

Skills and Experience

Candidates must be able to demonstrate a genuine sense of calling and commitment to Church Ministry. We are able and willing to train someone where they have not worked in a church before.

Key skills include the following:

Strong organisational and prioritising abilities

- A practical, pragmatic and well organised approach, with an understanding of the church's vision and priorities
- Implementation of and adherence to processes so that requirements are clear and matters can proceed smoothly even when the Operations Assistant is not on site
- The ability to problem solve, be flexible, and show grace under pressure

Excellent people skills

- The ability to build effective working relationships at all levels, including with clergy, staff and volunteers
- The ability to deal with queries and situations from the congregation and those outside the church, often by referring them to the appropriate member of the wider team

Technical Skills

- Strong Microsoft Office skills and a willingness to learn how to use the ChurchSuite database are essential. A good knowledge of other media platforms is desirable

Personal Characteristics

- Self-motivated with the ability to work under pressure, manage priorities and be flexible in terms of hours worked, sometimes to include evenings and weekends
- Positive, can-do attitude, with the energy to see initiatives through to completion
- Confident and friendly with abundant grace and patience
- It is a Genuine Occupational Requirement (GOR) for the person in this role to be a strong, mature and committed Christian, dedicated to building God's Kingdom. They will be expected to have a strong personal faith and, once appointed, to be a regular and committed member of All Saints', active in Sunday worship and midweek activities. The tradition of the church is evangelical charismatic, with service styles varying from formal to contemporary. We would only appoint someone who is in full agreement with the New Wine Vision and Values.



You would be part of a large and dynamic staff team. Here are some of the 26 staff (including interns) serving on the ASWW Team

Place of Employment

All Saints' Church, Inmans Row, Woodford Green, Essex IG8 0NH

Remuneration and Hours of Work

- Salary of £27,000
- The successful candidate will be entitled to join the PCC's shareholder pension scheme (non-contributory, 10% employer contribution).
- 37.5 hours per week, including occasional evening and weekend work. Flexibility is essential.

Holiday

- The successful candidate will be entitled to 30 days' paid holiday (in addition to the 8 public holidays) each year
- The holiday year runs from January to December

This post is subject to a six-month probationary period.

The Type of Person We Are Seeking

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If you would like to apply for this post, please complete the [online application form](#).

Deadline for applications: Sunday 5th January 2025



asww.org.uk
020 8504 0266
contact@asww.org.uk

All Saints' Church
Inmans Row
Woodford Green
Essex
IG8 0NH

