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**Operations Coordinator**

We are looking for a gifted, skilled and efficient Operations Coordinator to join our team at Queensberry Baptist Church on a flexible, part time basis.

As a church we are committed to following God, loving each other and offering hope to all. Our Operations Coordinator will help us fulfil our vision and values by providing key administrative and operational support to the Minister and Leadership team. It is therefore considered a Genuine Occupational Requirement that the person appointed to this post would be a practicing Christian, fully committed to the values and vision of Queensberry Baptist Church. For more info visit [www.qbc.org.uk/VisionandValues](http://www.qbc.org.uk/VisionandValues)

Please continue reading for an outline of main responsibilities and a person specification.

The list given below is not exhaustive, as the role may require other responsibilities as necessary. As this is a new role at our church, we are also aware that the role may develop over time. We welcome applications from candidates with experience who can help us develop the role, as well as from those who may need training in some areas.

To apply for the role, please complete an application form which can be found on our website at [www.qbc.org.uk](http://www.qbc.org.uk). Please note, you may choose to also send in a CV to support your application, but applications will not be considered where an application form has not been completed.

Closing date for applications: Friday 25th October

Completed applications, or any further queries, can be sent to [office@qbc.org.uk](mailto:office@qbc.org.uk)

**Terms and Conditions**

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| Hours | 16-20 hours per week to be agreed with the successful candidate.  Hours to be worked Monday to Friday, with flexibility around working pattern. Term-time only may also be considered. Home working is an option for some of the time. One Monday evening a month will make up part of your paid time each month (to attend Church Leaders’ Meeting). |
| Salary | £25, 350 to £28, 275 pro rata per annum depending on experience (£13 to £14.50 per hour) plus employer pension contributions. |
| Holiday Entitlement | Annual paid entitlement is 5.6 weeks pro rata, including Bank Holidays. Leave should be arranged in advance with the Line Manager. |
| Contract | Permanent with a 6 month probation period. |
| Start date | As soon as possible. |
| Line Manager | Rev Claire Roberts, Minister at Queensberry Baptist Church. |
| Occupational Requirements | It is considered a genuine occupational requirement that the role holder must be a practicing Christian, fully committed to the values and vision of Queensberry Baptist Church. Appointment to the role is subject to an enhanced DBS criminal record check and all references and checks being satisfactory. |

**Main responsibilities**

Administration

* Respond to phone, email and postal enquiries
* Order supplies for church ministry – including stationary, kitchen, office, communion supplies etc
* Manage the agenda and preparation for Church Leaders’ meetings
* Attend the Church Leaders’ meeting and take minutes (once a month, Monday evenings)
* Manage the agenda and preparation for Church Members’ meetings
* Create and coordinate rotas on ChurchSuite
* Manage the church database and calendar on ChurchSuite

Communications

* Write and send written communications, such as church newsletters and weekly update emails
* Update QBC Social Media pages, including Facebook and Instagram [Training can be provided]
* Help maintain the church website [Training can be provided]
* Produce publicity for church events using creative platforms such as Canva [Training can be provided]
* Update digital notices weekly, and maintain internal and external noticeboards
* Co-ordinate with our key charity partners - sharing information and prayer requests with the church and helping organise visits
* Be the point of contact with the East Midlands Baptist Association and Baptist Union

Buildings, facilities and events

* Manage the church bookings diary
* Co-ordinate hiring of the premises with external bookers
* Issue, update and check hiring agreements
* Advise QBC Leadership team of any repairs/breakages/health and safety concerns
* Co-ordinate with the church cleaner/caretaker and wider facilities team
* Maintain accurate records of key holders
* Oversee insurance requirements and act as main point of contact with insurers
* Co-ordinate with external organisations for regular maintenance of photocopier, alarm system, heating systems etc
* Help plan, manage and advertise church events

Operational

* Support the Minister and Leadership team in strategic and long-term planning
* Help coordinate the church calendar, planning ahead for key events and demands on time, in line with the church’s core vision and values
* Support the Leadership team in ensuring the church is compliant with key requirements in GDPR, health and safety, insurance, licensing, safeguarding and more
* Maintain a library of policies, procedures, and risk assessments, ensuring a timely review. This includes safeguarding (in collaboration our Designated Person for Safeguarding), Health & Safety, accessibility, insurance, GDPR, etc.
* Coordinate submission of returns and other official reporting to external organisations such as BUGB Annual Returns, Charity Commission Annual reports and accounts
* Develop new flows and systems on ChurchSuite to maximise use and efficiency
* Support the Minister and Leadership team in applications for suitable grants/funding

**Person Specification**

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|  | Essential | Desirable |
| Personal  Characteristics | A commitment to personal discipleship of Jesus  Supportive and enthusiastic about the church’s vision and values  Honest, reliable, and trustworthy  Organised, efficient and conscientious  Welcoming and friendly  Relational, with strong emotional intelligence and self-awareness  Flexible, creative and calm under pressure  Comfortable with lone working and able to work under their own initiative |  |
| Competencies and skills | Excellent communication skills, both written and oral  Excellent organisation and planning skills, with strong attention to detail  Effective time management with the ability to reorder priorities as required  Able to work as part of a team and collaborate effectively  Able to design and implement systems and procedures to maximise efficiency  Competent user of IT with a good working knowledge of Microsoft Office Software  Ability to quickly learn and use new IT software  Able to maintain discretion and confidentiality | Experience of programmes such as Churchsuite and Canva  Experience maintaining websites and social media platforms |
| Qualifications and Experience | Educated to A Levels standard or equivalent level of work experience  Experience of administration | Experience of working within a church setting (paid or voluntarily)  Buildings/facilitation management experience |
| Compliance and Requirements | Clear enhanced DBS Check (to be carried out prior to employment)  Commitment to comply with all church policies and procedures, e.g. safeguarding, health and safety etc.  Eligible to live and work in the UK  It is considered a Genuine Occupational Requirement that the person appointed to this post would be a practicing Christian |  |