

**Operations Administrator**

Application closing date: 10th October

Interviews: Week commencing 20th October

Thank you for considering the role of Operations Administrator at Greyfriars, Reading.

We are a vibrant, gathered church in the centre of Reading - a growing town with a diverse civic population drawn from many different cultures and faiths. Our church is lively and missional and we have a history of planting out and resourcing other churches across the town and further afield. We have a developing ministry to refugees and asylum seekers and a thriving children’s and youth ministry.

As Operations Administrator, you will work closely with the Operations Manager to ensure the smooth and effective running of our church and centre. We believe excellent administration and organisational support are vital to our vision of seeing ‘Reading transformed by the love and power of Jesus’.

We pray that God leads and guides you as you discern if this is the right post for your life and ministry. We welcome informal conversations with interested candidates, so please do be in touch about the role if you’d like to discuss.

***Revd Rachel Bedford, Vicar***

rachel.bedford@greyfriars.org.uk



**Operations Administrator: Job Description**

**JOB PURPOSE**

The Operations Administrator plays a key role in ensuring the smooth and efficient running of Greyfriars. This role primarily facilitates general administrative duties across all operational functions, provides essential support to the Operations Manager, and assists with Greyfriars office functions. Working closely with all staff, the Operations Administrator helps deliver effective systems and procedures that support the vision and mission of the church.

**Employer:** Greyfriars Church Parochial Church Council (PCC)

**Salary:** £28k per annum

**Role Reports to:** Operations Manager

**MAIN DUTIES AND RESPONSIBILITIES**

**Operational Support**

* Support the Operations Manager with a wide range of operational and administrative tasks, as they develop and deliver support for the vision of Greyfriars
* Work with the Operations Manager to ensure the office and reception are staffed Monday-Friday
* Assist with administrative duties within our Operational Ministry. (Ordering, rotas, note taking in operations meetings, bookings, food hygiene, first aid courses, key allocation, supplier contract administration)
* Work with the Operations Manager ensuring that appropriate policies and procedures are in place, maintained and communicated effectively across the church, with relevant training provided where needed
* Provide administrative and operational support for ministry needs, as agreed with the Operations Manager. In particular: Sanctuary Ministry, Time Out, Tuesday Special, Welcome
* Be the first point of contact for any enquiries from tenants and support the Operations Manager in resolving any issues
* Assist the Operations Manager in ensuring Risk Assessments are completed, up to date, and compliant
* Oversee the Risk Assessment process ensuring that all actions are followed up and records are held, working with key stakeholders such as the Governance Committee
* Provide administrative support to the Electoral Roll Officer in maintaining the Electoral Roll as required
* Oversee the safer recruitment process for church volunteers, in conjunction with the Operations Manager, Safeguarding Officer, Ministry Heads and Lay Leaders in the church
* Encourage, develop volunteers to assist with practical, administrative and management functions
* Work closely with the Operations Manager to develop and deliver support for the vision of Greyfriars

**Greyfriars Office Support**

* Be the first point of contact for the church office, dealing with calls, visitors, and the office@ mailbox
* Oversight of the Greyfriars Office stationery, printers and postage
* Stocking of the office kitchen with supplies
* Support the Operations Manager, where appropriate, with comms tasks (e.g. sending the weekly email, posting to social media)
* Provide support and admin duties for the management of ChurchSuite

**Spiritual & General Responsibilities**

* Work flexibly within the scope of the post to help fulfil the ministry objectives and vision of Greyfriars
* Pray, lead by godly example and remain accountable to others
* Provide support to those seeking help, referring visitors to the wider staff team where appropriate
* Participate in and regularly attend Tuesday staff meetings, seasonal services (to include Easter, Christmas and other key services) prayer gatherings, and other events within the life of the church
* Be willing to work flexibly, including potential weekend and occasional evening commitments
* Undertake any other duties as required to further the overall objectives of the post and the ministry of Greyfriars

**WORKING EXPECTATIONS**

* 37.5 hours (Monday-Friday, 9am – 5pm), working some evenings and Saturdays as required, with TOIL given where appropriate
* Attendance at weekly staff meetings and Sunday planning meetings
* 25 days’ holiday per annum
* It is a Genuine Occupational Requirement (GOR) of the post that the post holder will be a Christian
* A worshipping member of GF and NH
* 6-month probationary period and 2-month notice period on successful completion of probation

**SKILLS and ATTRIBUTES**

Essential

* GCSE Maths and English
* Proficiency in using Microsoft office on a day-to-day basis
* Passion for and gifting in administration and organisation
* Committed, passionate, and prayerful follower of Jesus
* High loyalty, integrity, discretion and ability to handle very confidential information
* Ability to multitask
* Ability to work under pressure and prioritise
* Diplomacy, patience and good customer service skills
* Outstanding communication skills – written and spoken
* Good people skills
* Ability to work using own initiative, and as part of a team; excellent team player
* Positive, flexible, servant-hearted, approachable attitude based on biblical principles

Desirable

* A-levels
* Driving licence
* Experience of organising, prioritising, and managing workload effectively in previous roles
* Proactive, innovative, self-motivated, energetic, responsible and focused
* Willingness to learn from others and generosity to give away to others

**Application Form: Operations Administrator**

All candidates are asked to fill in this application form and provide a CV. Please continue on separate pages if needed.

# Completed form and CV should be returned by email to: rosie.burgess@greyfriars.org.uk

# PERSONAL INFORMATION

Full Name:

Address:

Mobile:

Email:

National Insurance Number:

**EDUCATION, TRAINING & QUALIFICATIONS**

Please list in reverse date order (starting with most recent)

|  |  |  |  |
| --- | --- | --- | --- |
| School, College, University | From | Until | Qualifications Gained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EMPLOYMENT & OTHER RESPONSIBILITIES**

Please list in reverse date order (starting with most recent) a summary of church and other employment and any relevant voluntary work (with dates).

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation | From | Until | Role |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**MOTIVATION**

In no more than 150 words explain why you are applying for this role.

**EXPERIENCE & SKILLS**

Please note your leadership experience in ministry, and/or other, contexts.

**FAITH AND BELIEF**

How would you describe your personal beliefs/faith and their relevance to this role?

**INTERESTS & ACHIEVEMENTS**

Are there any other interests or achievements that you think are relevant to share?

**YOUR CIRCUMSTANCES**

**Right to work**: Do you currently have the right to work in the UK? Yes / No

[***https://www.gov.uk/prove-right-to-work***](https://www.gov.uk/prove-right-to-work)please review this UK government webpage for information on right to work in the UK.

If your nationality means you need to share a right to work code please add it here:

**Disability Access**: Do you require special access for the purposes of an interview or to undertake the role? Yes / No

If yes, please describe any special conditions or adjustments required on a separate sheet.

**Convictions:** Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? Yes / No

If yes, please supply further details.

**Note: This post is subject to a satisfactory DBS check.**

If successful in my application, I agree to complete a Confidential Declaration form, and to apply for a Disclosure from the Disclosure & Barring Service. I recognise that, under the Diocesan Policy on the recruitment of ex-offenders (page 8 of *Protecting Children in the Diocese of Oxford*, June 2005), having a criminal record will not necessarily be a bar to obtaining the position for which I have applied.

I confirm that to the best of my knowledge, the information given on this form is correct. I understand that false information could lead to dismissal. I consent to the data processing of the information I have given on this form as defined under the Data Protection Act 1998 for the purposes of employment with Greyfriars Church.

**Signed:**

**Date:**

**REFERENCES**

Please give names and addresses of three referees who know you well, but who are not related to you.

1. One reference should be from your current manager or equivalent at that place of work (or your last employment if you are not currently working)
2. One should be the minister of the church you currently attend (if your minister is also your current line manager, you can ignore this reference)
3. One reference should be personal

Please indicate if taking up this reference before interview will cause you any problems.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of Referee** | **Referee Address** | **Referee Phone & Email**  |
| Current Manager or equivalent at your workplace |  |  |  |
| Minister of the church you attend |  |  |  |
| Personal |  |  |  |