

## **Operations Assistant Job Description**

**Job Title:** Operations Assistant

**Reporting To:** Operations Manager

**Hours:** Part-time (21 hours per week – working pattern open to discussion)

**Salary:** £12k-£16k (depending on experience)

**Probationary Period:** 6 months

**Package:** The Admin Staff benefit package includes:

- **25 days' Paid Annual Leave** (pro-rated for part time employees) in addition to bank holidays.
- **Employer Pension Contribution** equal to 10% of your annual gross salary
- **Private Medical Insurance** including in-patient and out-patient treatment (subject to completion of probation)
- **Income Protection** equal to 75% of your gross annual salary, beginning 13 weeks after long-term illness and paying out until you leave employment or are 65 years old (subject to completion of probation)
- **Life Assurance** equal to four times your basic gross annual salary, paid to your estate upon your death (subject to completion of probation)

### **Context:**

#### **1. Who are South West London Vineyard?**

We are a Christian church with a vision to 'make, train and equip disciples who love and serve Jesus, who love and serve one another and who love and serve their neighbours'. We do this through central celebration on a Sunday and local mission, by planting churches, by training and equipping potential church planters, and by sending and nurturing those called by God.

South West London Vineyard started with a small group of people in 1987 who wanted to see how following Jesus could make a difference, not only to their lives, but also to the lives of the people in the city around them. As the church grew, it began planting other churches, which in turn planted other churches, and we are proud to be a part of a still-growing movement of Vineyard churches across the UK and Ireland.

We operate out of three main locations: Ark Putney Academy, the base for our Sunday services; The Yard, our community centre on the Ashburton Estate in Putney; and our church offices just off Wimbledon Common.

#### **2. How does the role of Operations Assistant fit within the context of the church?**

The Operations Assistant will work primarily in the church offices and may also work at The Yard, for particular activities. They will enable the activities that are run by the church to operate at a high standard and will play a key part in communicating with church members, church leaders, the staff team and members of the general public, in helping the church to pursue their vision.

**Principal Accountabilities / Responsibilities:**

1. To act as a church office operations assistant, providing high quality administrative support to the SWLV Leadership Staff team and supporting non-staff ministry leaders in their ministry-related work, reporting to the Operations Manager. This may include:
  - organising events and weekends away
  - writing and proofing communications – flyers, brochures, church-wide emails
  - undertaking research and analysis activities
  - producing and printing documents/ course materials
  - managing Yard appointments
  - ad-hoc projects
2. To manage the administrative process associated with the church's Small Group programme including publicity production, management of groups on ChurchSuite, liaison with leaders to gather group information and data entry.
3. To support the VKids and Families Ministries, providing administrative support to Manny & Sinead Garcia and their leadership team. This may include:
  - preparing and ordering materials and resources for the weekly VKids Sunday programme and any one off children's programmes
  - following up with Sunday teams and recruiting teams for ad-hoc events
  - database management for children, families, teams and keeping rotas up to date
  - event organisation and administration for various families ministries, e.g. Little Fish and parenting courses
  - administrating school reference process
4. To support the Safeguarding Coordinators as they execute our safeguarding policy and procedures. This may include:
  - assisting with volunteer recruitment and safeguarding training
  - assisting the communication of our safeguarding policy and procedures, and keeping the policy and procedures up to date
  - communicating with volunteers, staff and trustees regarding the DBS process, keeping track of the DBS applications and keeping our internal data up to date
5. To take responsibility for general administrative activities necessary to facilitate the smooth running of the church office. This may include:
  - keeping the ChurchSuite database up to date
  - managing day-to-day GDPR responsibilities and responding to queries
  - maintaining health and safety compliance
  - managing the church calendar
  - answering the office telephone
  - overseeing office stock and ordering supplies
6. To undertake such other duties as may reasonably be required by the Church from time to time.