

**Operations Assistant
Person Specification**

Essential	Desirable
Qualifications/ Experience	
<ul style="list-style-type: none"> • GCSE English or equivalent • Experience of project/ event management – including scoping, planning, delivery and evaluation • Experience maintaining multiple long term and short term projects at the same time • Experience of delivering excellent administrative support within a team environment • Experience of working in a client-facing role • Experience of producing written and verbal communications and adapting communications to suit different purposes • Experience using Microsoft Office packages 	<ul style="list-style-type: none"> • A Level or degree education • Knowledge of safeguarding and DBS processes • Experience working in a church environment • Experience of writing public communications • Experience with social media and communicating on behalf of an organisation • Knowledge of GDPR regulations • Working knowledge of ChurchSuite • Experience using Google Docs and Google Sheets
Personal Attributes/ Strengths	
<ul style="list-style-type: none"> • Excellent attention to detail and committed to producing work of a high quality • Flexible and able to respond to changing demands and priorities • Responsible, trustworthy and professional; able to respect and maintain confidentiality • Self-starting and able to take initiative – proactive at looking for opportunities to assist others • Able to manage the expectations of the team, proactively communicating progress and potential issues • Prepared to learn new skills 	<ul style="list-style-type: none"> • Creative – happy to produce craft and resources for children and families
Ethos/ Beliefs	
<ul style="list-style-type: none"> • Sympathetic to the values and ethos of Vineyard Churches UK & Ireland • Able to promote and communicate the aims of the church in communications • Able to participate in staff meetings, which involve both business and spiritual elements 	