Operations Coordinator – Job Description

Job Title: Operations Coordinator

Purpose: To provide practical coordination and oversight of the operations and logistics of Taunton Vineyard Church, helping to ensure that Sunday services, church activities and venues run smoothly.

Reporting to: Senior Pastors

Terms: Part-time position of 7 hours per week, including Sunday services (approximately 4 hours)

This job description should be viewed in conjunction with the contract of employment (for terms of employment).

Salary: £26k–£28k FTE (dependent on experience)

Location: The normal place of work will be The Castle School on Sundays, with some flexible midweek work as required.

Responsibilities

The responsibilities of the job holder are as follows:

1. Sunday Services

a) Overseeing the practical running of Sunday services, including set-up and pack-down.

b) Coordinating with the relevant Sunday Team Leaders, particularly the Set-up, Welcome and Refreshments Teams.

c) Being the main point of contact on Sunday mornings for Team Leaders and volunteers regarding practical or operational matters.

d) Ensuring that any practical issues arising are dealt with appropriately.

e) Ensuring that equipment is packed away and the venue is left clean, tidy and in the agreed condition following the service.

f) Being the final member of the team to leave the venue.

g) Where taking annual leave on a Sunday, giving appropriate notice and arranging suitable cover or a person to deputise where necessary.

2. Supporting and Developing Sunday Teams

a) Providing ongoing support to the Team Leaders of the Set-up, Welcome and Refreshments Teams.

b) Working with Team Leaders to ensure that volunteers are appropriately recruited, trained, equipped and supported to fulfil their roles.

c) Helping Team Leaders to develop clear expectations, training and processes for their teams.

d) Encouraging and supporting volunteers, helping to create a positive, welcoming and well-organised Sunday environment.

e) Meeting with Team Leaders as appropriate to review how their teams are functioning and identify any areas where additional support or development is needed.

3. Church Logistics and Venues

a) Acting as the main point of contact with The Castle School regarding practical Sunday requirements.

b) Liaising with other venues used by TVC as required, including arranging access, keys and other practical requirements.

c) Liaising with the relevant people regarding the use of TVC's office and other premises.

4. Health and Safety

a) Ensuring that appropriate health and safety procedures are followed in the day-to-day running of church activities.

b) Updating and maintaining relevant Health and Safety documentation.

c) Producing and maintaining appropriate risk assessments for TVC gatherings and events as required.

d) Organising PAT testing when required.

e) Reporting significant hazards, accidents or incidents, and ensuring any necessary follow-up action is completed.

f) Ensuring that relevant teams are aware of their health and safety responsibilities, including fire safety and emergency procedures

5. Communication and Administration

a) Communicating with relevant Team Leaders and volunteers regarding operational arrangements.

b) Communicating any significant operational issues to the Senior Pastors.

c) Carrying out necessary midweek preparation and communication to support the smooth running of Sundays and other church activities.

d) Maintaining processes and information relating to church operations and logistics.

6. Developing Church Operations

a) Identifying practical ways in which the operations of TVC can be made more effective and sustainable.

b) Helping to develop and improve simple systems and processes for Sunday services and other church activities.

c) As TVC grows, supporting the development of the church's wider operational and logistical arrangements.

Monitoring and Review

Success will be measured by:

- Sunday services run smoothly and effectively
- The Set-up, Welcome and Refreshments Teams are well supported and equipped to fulfil their roles
- Set-up and pack-down are completed efficiently and the venue is left in the agreed condition
- Practical operational issues are dealt with promptly and appropriately
- Communication with The Castle School and other venues is effective
- Health and safety requirements are appropriately maintained
- Appropriate systems and processes are developed as the operational needs of TVC grow