

## **Job Title: Operations Coordinator**

- Location: St Peter's Church CW1 4RD (with some hybrid working.)
- Hours: Part-time, approx. 20 hours per week. Core hours Monday to Friday
- Salary: £16,120 per annum (depending on experience and hours)
- Reports to: The Vicar
- Pension: 10% employer contribution
- Holiday: 25 days per annum + bank holidays (pro-rata)

## **Purpose of the Role**

The Operations Coordinator will play a vital role in the life of St Peter's Church, ensuring the effective and efficient running of church operations and supporting the leadership team in the development of mission and ministry. This role combines administration, financial oversight, facilities management, governance, and community engagement in a supportive and faith-filled environment.

## **Key Responsibilities**

### **1. Administration & Support**

- Provide administrative support to the Vicar and Churchwardens.
- Serve as the first point of contact for life events (weddings, baptisms, funerals).
- Maintain and update church calendars and rotas.
- Manage Church of England records and returns.

### **2. Finance**

- Serve as treasurer for St Peter's and St Leonard's, overseeing day-to-day finances.
- Maintain accurate bookkeeping and assist in budget planning.
- Prepare regular financial reports for the PCC.
- Track expenses and manage an online giving platform.

### **3. Buildings & Facilities**

- Support wardens in overseeing the maintenance of church buildings and grounds.
- Manage the community hall, including bookings and utilities.
- Ensure compliance with health and safety regulations and conduct risk assessments.
- Oversee the management and letting of Wades Green Cottages.
- Maintain IT systems, phone lines, and website.

#### **4. Governance**

- Assist in maintaining good governance practices and a positive community reputation.
- Maintain and update church policies and procedures.
- Identify and manage operational risks.
- Serve as PCC Secretary, with operational oversight and management of the APCM, Electoral Roll, and Annual Report.

#### **5. Volunteer Management**

- Support the recruitment, training, and coordination of volunteers.
- Organise basic training where needed (e.g., First Aid, Food Hygiene).
- Work with the Parish Safeguarding Officer to ensure compliance.

#### **6. Communication & Community Engagement**

- Manage church communications, including email and telephone enquiries.
- Maintain and update the church website and social media.
- Coordinate internal and external communications.

#### **7. General Duties**

- Participate in staff meetings and prayer times.
- Support broader church activities.
- Engage in personal development through prayer, reading, and training.
- Undertake additional duties as reasonably required.

#### **Skills, Knowledge & Experience**

- Proven ability to work collaboratively within a team environment.
- Strong organisational and administrative skills.
- Comfortable using IT systems, including Office 365.
- Experience in bookkeeping or financial management (preferred).
- Familiarity with church operations (desired, not essential).

#### **Person Specification**

- A committed Christian with a heart for the church's mission.
- A team player with a "can-do" attitude and willingness to serve.
- Excellent interpersonal skills and the ability to handle sensitive matters with care.
- Able to work flexible hours, including evenings and weekends when required.

#### **Additional Information**

- Working hours are negotiable, with some flexibility around term-time working.
- Out-of-hours work may occasionally be required, depending on church events.