



## St Dionis Church, Parsons Green

**Operations and Communications Assistant (OA): 12-month fixed term contract.**

### **Overview:**

Working closely with the Administrative Operator and Chief Operating Officer, the Operations and Communications Assistant will assist with the administrative activities that facilitate the smooth running of the Church and Church Office.

**Main duties and responsibilities include but may not be restricted to the following:**

### **Administration.**

- Manage welcome team rotas and refreshment supplies, and process Sunday collections.
- Manage finding Life Groups and Hubs for new church members when requested.
- Help co-ordinate & prepare paperwork (Annual Report & ER) Diocese and Charity Commission returns and logistics for key governance meetings.

### **Finance.**

- Process miscellaneous financial tasks e.g. midweek collections and take money to the bank.
- Upload invoices/bills/expenses to Xero.

### **Events.**

- Assist with publicity and the logistics of church events: For example, Harvest, Advent, and Christmas, Weekend Away, Parsons Green Fair, Socials, Special Services (Holy Week, Community Carol Services etc.) and other ad hoc events including Messy church.

### **Communications.**

- Send out weekly newsletter, write Sunday service notices plus create notice slides.
- Create communications content for social media/advertising where necessary.
- Update the church website.

### **Facilities.**

- Ensure a tidy, organised and inviting environment is maintained in the office, alongside the Facilities Assistants/cleaner.
- Work alongside the Facilities Team for large bookings in the church where required.
- Manage office stationery and photocopier supplies.
- Order supplies for St Dionis Church site.

### **Administration for Childrens and Youth team.**

- Manage the Childrens and Youth Rotas on ChurchSuite.
- Manage the safer recruitment and onboarding process for the Children's and Youth Teams as agreed with the Children's, Youth and Family Pastor.
- Provide administrative Support for the Children's, Youth and Families Pastor.

### **Ad hoc responsibilities:**



- Support the COO and AO with ad-hoc administrative tasks.
- Any other duties commensurate with the role as may from time to time be required.

### **Personal characteristics required:**

- Extremely well-organised and a reliable self-starter.
- Ability to flourish in a small team environment.
- High levels of EQ and completely trustworthy in handling sensitive and confidential information.
- A positive attitude: Prepared to 'go the extra mile' and able to appreciate the values and ethos of a Christian charitable organisation, primarily engaged with those offering unpaid support.
- Ability to work happily within the authority structures of the Church of England, and under direct instruction from the Senior Leadership Team at St Dionis.
- Be (or become) an active member of St Dionis church with a living, personal Christian faith or a committed member of another church.

### **Relevant Skills:**

- Excellent administrative competence in a range of tasks, with a proven drive for efficiency.
- Extremely good time management: able to prioritise different tasks and work productively to deadlines.
- Outstanding communication skills, especially in terms of accuracy, both written and verbal.
- Highly competent in Microsoft Office – (Word, Excel, PowerPoint & Outlook) with the confidence to use a web-based content management system (training provided if needed).
- Experience with design software (e.g. Canva) would be an advantage.
- Experience in using ChurchSuite and accounting software (e.g. Xero) would be an advantage.

### **Previous work experience:**

- Experience in the day-to-day of a church, charitable organisation or corporate organisation is highly desirable.

### **Working arrangements:**

- Working hours: 4 days per week working hours to be agreed, allowing for a degree of flexibility in the weekly/monthly working pattern. Some weekend and evening work may be required on specific occasions.
- Contract length: 12 months fixed term.



## St Dionis Parsons Green

- Holiday: 24 days
- Salary: £22,800.
- Reporting: The OCA will be employed by the Parochial Church Council and report directly to the Administrative Operator.
- Office Location: The Church Office, 18a, Parsons Green, SW6 4UH. This role, due to its operational and team nature, is an 'in-office' role.

### **Equal Opportunities**

St Dionis is an equal opportunities employer and will seek to ensure that every applicant for a job, and every employee, shall be given equal opportunity whatever his or her personal status, except in a matter of:

- • religious belief, in any case where the Christian base of the work is declared and is seen clearly to require membership of or links with the Church, or sympathy with the aims of the Church (GOR? Yes); and
- • offending background, in any case where the criminal record history relates to the requirements of the post (see our 'Safe Recruitment of Ex Offenders policy' [here](#)).

### **Safeguarding**

St Dionis church is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The person appointed for this role will be expected to share this commitment, to work within the policy and procedures of the St Dionis Safeguarding Policy (found [here](#)) and will be required to attend relevant safeguarding training.

All appointments are subject to acceptable pre-appointment checks, potentially including a satisfactory Enhanced DBS Check. At this stage a basic DBS check is required.