

OPERATIONS ASSISTANT

Part Time Role - Fixed Term Contract

Role	Operations Assistant	Team	Operations Team
Reports to	Operations Manager	Responsible for	N/A
Status	12 Month Contract		

JOB SUMMARY

We are looking for someone to join our team who loves making things work. This role is ideal for someone who finds joy in order, hospitality, and making people feel at home – whether that’s through running smooth Sunday gatherings or supporting the daily life of the church behind the scenes. If you’re passionate about administration, creating welcoming spaces, and helping others thrive through your care and coordination, we would love to hear from you.

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

JOB RESPONSIBILITIES

Key area	Tasks
Support day-to-day church operations	Serve as the first point of contact in the church office – answering calls, monitoring public facing inboxes, and warmly welcoming all who arrive at the building. Ensure those hiring the building are welcomed and have the resources needed.
	Ensure that everyone who enters our physical spaces experiences hospitality, welcome, and belonging, whether they are staff, volunteers, congregation, or external guests.
	Manage food, drink and all hospitality supplies for Sundays, staff meetings and offer support with food for events – ordering stock and ensuring common areas are well-organised and inviting.
Assist with Operations Databases	Monitor and maintain office supplies, ensure cleanliness and organization in office areas, and support logistics for courses, events, and meetings
	Maintain and update the ChurchSuite database, support ministries with event and communication setup in ChurchSuite and Planning Center, and provide safeguarding administrative support.
	Offer administrative assistance to the Operations Manager and ministry teams, including ad hoc tasks as needed.
Church Hire	Help with bookings and increasing hirers using the space when the church is available.
	For external events you may need to be on duty to support the event and time in lieu will be given.
Finance Tasks	Assist with the financial processes of the church including taking money to the bank. Inputting bills and invoices into xero.
Key Communications and events	Drafting and assisting with church communications 60 Seconds, social media, and updating the Church Website as requested. Plus support Church events Christmas, Easter, Vicar welcome, Parsons Green Fair, Church Stay Day, Weekend Away etc as directed by the Operations Manager.
Church Life Services	Baptisms, weddings, funerals and Thanksgivings. coordination with Vicar and Worship Pastor. Processing Banns of Marriage requests.

What are we looking for...

Working Arrangements

- Working hours: 21 hours 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. You will be contracted to work Saturdays with 6 off per year. Saturdays can be switched if no booking is in.
- Contract length: 12 months fixed term.
- Holiday: 11 days based on 2 days per week
- Salary: £15 per hour
- Reporting: The Operations Assistant will be employed by the Parochial Church Council and will report directly to the Operations Manager.
- Office Location: The Church Office, 18a, Parsons Green, SW6 4UH. This role, due to its operational and team nature, is an 'in-office' role.

Skills & Competencies:

- 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 (eg Canva) would be an advantage. (training provided if needed).
- Experience in using ChurchSuite and accounting software (eg Xero) would be an advantage.(training provided if needed).
- 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 volunteers.
- Able to help setting up for events, physical work is needed in moving tables and chairs, plus help unpacking deliveries.



ADDITIONAL REQUIREMENTS

- Must be available to work flexible hours, including weekends, evenings and holidays.
- Have a positive attitude, strong work ethic and willingness to learn.
- Willing to participate in the confessional life of the church, to play and active part in staff team including leading staff prayers.
- Able to create engaging online content.

Policies

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 basic DBS Check. At this stage a basic DBS check is required.

To apply

Please send a covering letter on why you would be suitable for the role and a copy of your CV no more than 2 pages.

