

## JOB DESCRIPTION

Post: Operations Coordinator  
Hours: 25 hours per week including occasional weekend and evening work  
Salary: £12 per hour  
Location: All Saints Church, Church Square, High Wycombe

### Main Purpose of Role

Reporting to the Team Rector, the Operations Coordinator is involved with practical management of the church building and organisation of activities within it, with a focus on welcome and hospitality.

### Key Responsibilities

- Oversee the running of our church café and hospitality space including:
  - Set up and clear down of café, meeting high food hygiene standards
  - Preparation and serving of light refreshments
  - Monitoring food and beverage stock levels and placing orders as required
  - Preparation of volunteer rotas
  - Support and training of café and welcomer volunteer network and provision or arrangement of cover in the event of their absence
  - Welcoming visitors to the church with awareness of their differing needs
- Practical preparation and logistical organisation of activities for:
  - school, civic, regular and major services
  - weddings and funerals
  - weekday and weekend concerts including our regular Monday lunchtime concerts
  - fundraising, social and other events
- Communication with external hirers of the church and organisations from the wider community
- Resetting the church after services, concerts and other activities to provide a calm space
- Shared responsibility with the leadership team and volunteers for the security of the building including fire, health and safety compliance
- Coordination of building maintenance and projects working with All Saints teams, the Oxford Diocese, Archdeacon's office, architects, contractors, organ tuner etc.
- Supervision of the church cleaner and contractors/maintenance workers when they are onsite
- Regular liaison with the parish administrator, ministry and shared leadership teams
- Social media updates to advertise services and other activities and occasional service livestreaming
- Involvement in safeguarding administration

### The successful candidate will:

- be organised, efficient and adaptable
- be self-motivated and able to work well both alone and within a team
- be sympathetic to the aims and mission of All Saints church
- be able to relate to and communicate with people from all backgrounds and with differing needs
- be trustworthy, discreet and understand the need for confidentiality
- have strong oral and written communication skills with proficiency in Outlook, MS Office etc.
- have a food handling course qualification (desirable)
- require a DBS disclosure
- be available to undertake additional hours if required e.g. in the run up to Christmas and Easter