



JOB DESCRIPTION

- Post: Church Activities Assistant
- Hours: 16 hours per week including some weekend and evening work
(Usually 4 hours on Monday, 4 hours on Wednesday and 8 hours Friday or Saturday)
- Location: All Saints Church, Church Square, High Wycombe
- Salary: £10.50 per hour

Main Purpose of Role

Working alongside the Church Activities Team Leader, the Church Activities Assistant is involved in the practical organisation of activities within the church

Key Responsibilities

- Practical preparation (including furniture moving) and logistical organisation of activities for:
 - school, civic, regular and major services
 - weekday and weekend concerts including Monday lunchtime series
 - weddings and funerals
 - fundraising, social and other events
- Resetting the church after services, concerts and other activities
- Communication with external hirers of the church and organisations from the wider community
- Caretaking of the building to provide a calm, well-ordered space
- Coordination of building maintenance and projects working with All Saints teams, the Oxford Diocese, Archdeacon's office, architects, contractors, organ tuner etc.
- Shared responsibility with the leadership team and volunteers for the security of the building including fire, health and safety compliance
- Assisting Church Activities Team Leader and Churchwardens as required

The successful candidate will:

- Be enthusiastic and adaptable
- Be self-motivated and able to work well both alone and within a team
- Have excellent interpersonal skills
- Be organised and efficient
- Have strong oral and written communication skills with proficiency in Outlook, MS Office etc.

Additional information:

- To meet the needs and patterns of the church year, the above working arrangements are flexible and increased hours are anticipated at Christmas and Easter