



## JOB DESCRIPTION

Post:	Church Activities Team Leader
Hours:	22 hours per week (9.30am to 3pm four days a week - other arrangements will be considered)
Location:	All Saints Church, Church Square, High Wycombe
Salary:	£13,640 per annum (£11.92 per hour)

### **Main Purpose of Role**

Reporting to the Team Rector, the Church Activities Team Leader is responsible for the development and integration of the diverse range of activities in the church with a focus on welcome and hospitality.

### **Key Responsibilities**

#### **Working with our church community**

- Development and relaunch of our church café, including inspiring, training and supporting volunteers to facilitate this work
- Nurture and growth of volunteer network associated with welcoming visitors and church activities
- Overseeing logistics for school and civic services, weddings, funerals, concerts including Monday lunchtime series and other events
- Social media updates to advertise services and other activities
- Supervision of the Church Activities Assistant, cleaner and contractors/maintenance workers when onsite
- Provision or arrangement of cover in the event of staff or volunteer absence
- Shared responsibility with the leadership team and volunteers for the security of the building including distribution of keys, lost property management and fire, health and safety compliance
- Regular liaison with the parish administrator, ministry and shared leadership teams

#### **Working with the wider community**

- Welcoming visitors to the church with awareness of their differing needs, referring to relevant team members or support organisations as required
- Coordination and development of relationships with local agencies including Wycombe Homeless Connection, Old Tea Warehouse, Wycombe District Council and Mayor's office, Thames Valley Police, RAF, Environmental services, Bucks New University, local public and state schools, shops and businesses
- Liaison with the Oxford Diocese, Archdeacon's office, architects and contractors

#### **The successful candidate will:**

- Be enthusiastic and adaptable
- Be self-motivated and able to work well both alone and within a team
- Be able to engage, lead and motivate volunteers
- Have excellent interpersonal skills and be able to relate to and communicate with people from all backgrounds and with differing needs
- Be sympathetic to the aims and mission of All Saints church

- Be organised and efficient
- Be trustworthy, discreet and understand the need for confidentiality
- Have strong oral and written communication skills with proficiency in Outlook, MS Office etc.

**Additional information**

- Ideally the Church Activities Team Leader will work one Sunday morning a month for which the appropriate time off in lieu will be given
- An enhanced DBS Disclosure will be required for the successful applicant