

Post: Operations Coordinator
Hours: 25 hours per week (flexible) including occasional weekend and evening work + agreed overtime
Salary: £12.60 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
 - Provision of supplies (cleaning / café) and occasionally cake
 - Welcoming visitors to the church with awareness of their differing needs and who to refer them to in the team and/or outside agencies
- 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 or 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, Oxford Diocese, Archdeacon's office, architects, contractors, organ tuner etc., in liaison with the Rector, Churchwardens
- Supervision of the church cleaner and contractors/maintenance workers when they are onsite and coordination of risk management, material statements and closing of work
- Regular liaison with the parish administrator, ministry and shared leadership teams
- Involvement in safeguarding awareness and working with Parish Safeguarding Officer, reporting when appropriate

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