

ST NICHOLAS COLE ABBEY

CENTRE FOR WORKPLACE MINISTRY

Operations Assistant

Salary: Voluntary agreement

Hours: Part time, 10 hours per week, Monday to Friday

Report to: Operations Manager

About us:

We are a young conservative evangelical church in the heart of the City of London, with a growing Sunday congregation, four midweek Bible-teaching ministries, and an excellent coffee shop. We exist to know Jesus and to make him known in the City and beyond, as we seek to reach the 500,000+ workers on our doorstep with the gospel. We have an exciting mission field!

We launched our Sunday morning service with 20 people in 2016 and have grown to around 80 adults and 15 children in the last 8 years. We are passionate about training and growing our church family in Christian maturity and so we run weekly Small Group Bible studies, three weekends away a year, evangelistic events, a Word Ministry Training programme, Christianity Explored (CE) courses, a women's Bible study group and one-to-one Bible studies.

Midweek, we run four lunchtime ministries across central London; the London Bridge Talks, Fleet Street Talks, Victoria Talks and St Nick's Talks, which have been running for between 2-27 years! The lunchtime talks are part of the Gospel at Work network. Christians are encouraged to join us each week: to stand with the gospel; to bring colleagues to hear the gospel; to grow as the Bible is taught; and to be equipped and encouraged to speak the gospel in their offices and beyond. We also run Partnership groups, CE, evangelism training, one-to-one Bible studies and evangelistic events for our midweek congregations. There's a lot going on!

St Nick's is also home to The Wren coffee shop, which supports the work of the church financially, as well as providing opportunities to reach the City workers on our doorstep with the good news of the gospel. It's also a great perk of the job, keeping the staff team caffeine fuelled for serving in ministry.

Job description:

We are seeking a committed and capable voluntary Operations Assistant to help with the day-to-day running of the different ministries at St Nick's. The post-holder will be a valuable, core member of the staff team and their role is vital for making ministry happen. All aspects of the job description directly or indirectly enable the proclamation of the gospel in the City by supporting the ministry structures that exist to know Jesus and make Jesus known in central London. It is an exciting work to serve!

Key areas of responsibility:

Ensure the smooth running of Sunday services by:

- obtaining relevant information and notices from the Operations Manager and ministry leaders;
- preparing and scheduling Friday 'coming up' emails;
- preparing and printing service sheets;
- communicating with Mission Partners and partner churches to gather prayer points;
- ensuring resources are available for serving teams (e.g. prayer points and reading passages);
- preparing song slides and collating printed sheet music and song words for musicians;
- scheduling service live streams on YouTube;
- printing resources and setting up for children's groups;
- maintaining children's ministry registers and service attendance records;
- editing and uploading sermon recordings onto our website;
- ensuring our website is up-to-date.

Ensure the smooth running of midweek lunchtime talks by:

- obtaining relevant information and notices from the Operations Manager and ministry leaders;
- preparing and scheduling strapline emails;
- preparing and printing handouts;
- ensuring card machines are charged;
- changing posters according to current SNT sermon series;
- scheduling SNT live streams on YouTube;
- ordering sandwich platters for SNT in advance and collecting them on the day;
- helping set up and serve at SNT;
- ensuring that ministry leaders record attendance at each talk;
- editing and uploading talk recordings onto each website;
- ensuring all websites are up-to-date.

Support the efficiency of the staff team and maintenance of the offices by:

- attending weekly staff meetings;
- assisting the Operations Manager and Minister-in-Charge with specific projects;
- printing resources such as Christianity Explored and weekend away booklets;
- ordering food deliveries for Small Groups and guest events;
- overseeing the stock and ordering of supplies;
- unstacking dishwashers and ensuring the kitchen is tidy ahead of events (inc. hired bookings).

Requirements:

Availability

- 2 hours on a Tuesday morning to prepare for lunchtime talks
- 2.5 hours on a Thursday lunchtime to attend SNT and staff meeting
- 2 hours on a Friday afternoon to prepare for Sunday
- 3.5 hours at any other time during the week (ideally Tuesday afternoon or Wednesday morning)
- Scope for term time only, if required

Skills and Experience

- Excellent written and verbal communication skills, fluent in English.
- Computer literate with the ability to learn new skills quickly.
- Strong interpersonal and teamworking skills.
- Able to handle sensitive information with discretion and maintain confidentiality.

Personal Attributes

- Detail-oriented: able to maintain records and ensure accuracy in all administrative functions.
- Proactive and reliable: takes initiative in supporting the needs of the church with minimal supervision and able to handle a variety of deadline-based administrative tasks.
- Team player: works collaboratively with church leadership, staff, and volunteers, fostering a sense of unity and shared mission.

Christian Character

- Personal Christian faith, trusting in Jesus alone for the forgiveness of sin and hope of eternal life.
- A growing knowledge of God through Jesus Christ by the Holy Spirit and obedience to His word.
- Godliness in line with the Bible: adorning the gospel in godly conduct, being gentle and showing perfect courtesy to all people and zealous for good works (Titus 2-3).
- A heart for the mission of St Nick's Church and lunchtime ministries.

It is important that the post holder is able to represent the mission and values of St Nick's in all aspects of the role and there is therefore an occupational requirement to be a mature, committed evangelical Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010.

How to Apply

If you are interested in applying for this position, please send a CV and cover letter to Susannah Williams, susannah@snca.co.uk, at your earliest convenience. Applications for this position will be considered and reviewed on a rolling basis.

Any job offer will be subject to reference checks.