

# Operations Assistant (Volunteer)

- Hours: The postholder is expected to work the hours arranged with the Assistant Pastor. We are looking for a base commitment of 1 day (7 hours) office-based time a week, but we are happy to accept a larger commitment.

## Summary

We are looking for someone to join our team as a volunteer to facilitate the church in providing administrative support.

## Duties

This role will involve:

- Support in Maintaining Church Databases.
- Communicating with church members and contacts about the use and storage of their data.
- Developing alongside the Assistant Pastor, a good protocol for data management and storage, and assisting in the application of all relevant policies.
- Liaising with parents to make sure we have the most up-to-date information and permission.
- Anything else the supervisor deems to be an appropriate part of the role.
- Working closely with the Office Administrator.

This role will be supervised by Scott Rushforth, Assistant Pastor.

## Church Life

The post holder will join the staff team and therefore be encouraged to participate in:

- Prayer and team meetings as appropriate
- supervision meetings with your supervisor
- Other Faith Life internal and external events.

(If you don't have time to commit to these things it does not influence your suitability for the position. But it would be helpful for us and for the role to participate as much as possible.)

## Skills and Experience

The post holder will:

- Manage their own time and commitments well
- Be able to complete a range of tasks as directed, reliably and in an agreed time frame
- Have great IT skills
- Have an eye for detail.

## Terms & Conditions

- This is a voluntary position.
- A further detailed role description will be provided to the successful applicant.
- Expenses: Faith Life Church Cambridge will aim to cover all reasonable working expenses. This does not include travel to or from the office.
- Holidays: As a voluntary position, we ask that the postholder informs the Line Manager in advance when they are unavailable to work, where possible, giving reasonable notice.

Closing date: 14<sup>th</sup> March with a chat to follow to gain an understanding of suitability for the role.

For more information, and an application form please contact [scott@faithlifechurch.org.uk](mailto:scott@faithlifechurch.org.uk)