



Operations Assistant

Part-Time (27-33 hours)

We are looking for enthusiastic and experienced administrator to join our Operations Team part-time. The overall vision of the Operations Team is to serve and facilitate the ministry at HT with excellence. The Operations Assistant will play an important role in maintaining order and efficiency across our regular events and processes, in addition to being a welcoming face of HT to those who visit during the week.

The role is part-time – working during church office hours from Monday to Thursday – and is a permanent position following a probation period of three months. The Operations Assistant will report to and support the Operations & Events Manager who will connect with them one-to-one each week.

While a large part of this role will be ensuring our office runs like clockwork, there will be plenty of opportunities to bring creative solutions to the multiple opportunities presented by a growing city-centre church. As such our Operations Assistant will play a key role in the expansion of God's Kingdom in Cambridge & beyond.

About HT

HT is a vibrant evangelical, charismatic Anglican church with a large and growing church family of all ages and stages. We are situated right at the centre of the city and perfectly placed to reach students and adults alike.

Vision: Our vision is to see Cambridge reached and the world impacted with the good news and transforming power of the risen Lord Jesus.

Values: We believe that the description of the early church in Acts 2:42-47 is still God's heart for His church today and aspire to be a family that is committed to God's Word, delighting in God's praise, showing God's Love, empowered by God's Spirit, and sharing the Good News.

Responsibilities

Reception

- Be the welcoming face of HT to visitors, answering the door when necessary and ensuring the reception area is kept tidy
- Receive any deliveries and alert the relevant staff
- Regularly check the post box and distribute mail
- Responsible for answering the phone and responding to enquiries as needed

Office Tasks

- Monitor and maintain stock of office supplies (paper, postage stamps, etc.)
- Maintain cleanliness and organization in the Comms Room (emptying the shredder, organizing shelves, troubleshooting printer issues, etc.)
- Create and maintain system of organisation in Reception Office storage cabinet
- Purchase cakes and cards for staff birthdays
- Create and order staff badges as needed
- Create and print team lanyards as needed
- Assist Media & Communications Manager with sorting and organization of flyers and other print material following Sunday services

Administration

- Regularly support our Adult & Service Teams Pastor with the creation of Sunday Hospitality Team rotas – creating availability polls and organizing swaps if needed
- Place food/grocery orders for staff meetings and other ministry events as needed
- Assist Operations Team and other ministry teams with ad hoc administrative tasks as needed

Personal Specification:

We are looking for someone who is:

- An enthusiastic team player with good communication skills.
- Highly organised, with excellent time management and planning skills.
- Experienced in working in an office/administrative setting.
- A completer/finisher who is detail-focused, with the ability to work in a busy environment.
- A can-do, servant-hearted person who brings solutions.
- Fully on board with the vision and values of HT.

And:

- In possession of the right to work in the UK.
- Able to name three referees who can provide satisfactory employment references.
- The appointment is subject to the individual obtaining Enhanced Disclosure from the Disclosure and Barring Service (and/or overseas equivalent if you have lived abroad).

Working at HT:

At Holy Trinity we are more than just an employer; we operate as part of a wider community of faith. We regularly pray and worship together as a staff team, and you will be encouraged to join us, and throughout the week you will encounter various teams praying over their work and speaking the language of faith. Our Christian faith shapes our vision

and values and how we relate to one another, and to the wider church. We are also passionate that everyone who joins the staff team will thrive in our environment and ultimately contribute to the overall ministry of the church.

Since this role requires the occupant to be confidently representing the church through all internal and external communication, there is a genuine occupational requirement under the Equality Act 2010 to ensure the protection of our Christian ethos and our charitable objective of advancing the Christian faith that the holder of this post is a committed Christian.

Terms & Conditions:

- **Hours:** This is a part-time role, based on a 27–33-hour week. A normal working week will be Monday to Thursday during church office hours.
- **Salary:** £23,500 - £26,500 per annum depending on experience (pro rata based on part-time hours worked).
- **Start Date:** As soon as possible, but can be flexible for the right candidate.
- **Pension:** HT offers an 8% employer pension contribution.
- **Holidays:** 33 paid days of holiday per annum, pro rata for a 27-33 hour week contract (bank holidays are normal working days, but can be booked off).
- **Contract Type:** Permanent position.
- **Probation:** There is a three-month probationary period during which the progress of the post holder will be reviewed prior to the confirmation of permanent appointment.
- **Workplace:** Your normal place of work is Holy Trinity Church, Market Street, Cambridge, or any sites in Cambridge that HT may operate from in future.

To Apply:

Please fully complete the Application Form attached, ensuring three referees are listed, then sign & date, and return to John Fleming, Operations Director, at john.fleming@htcambridge.org.uk. CVs will not be accepted.