

# Operations Manager & Leadership Assistant

## JOB DESCRIPTION



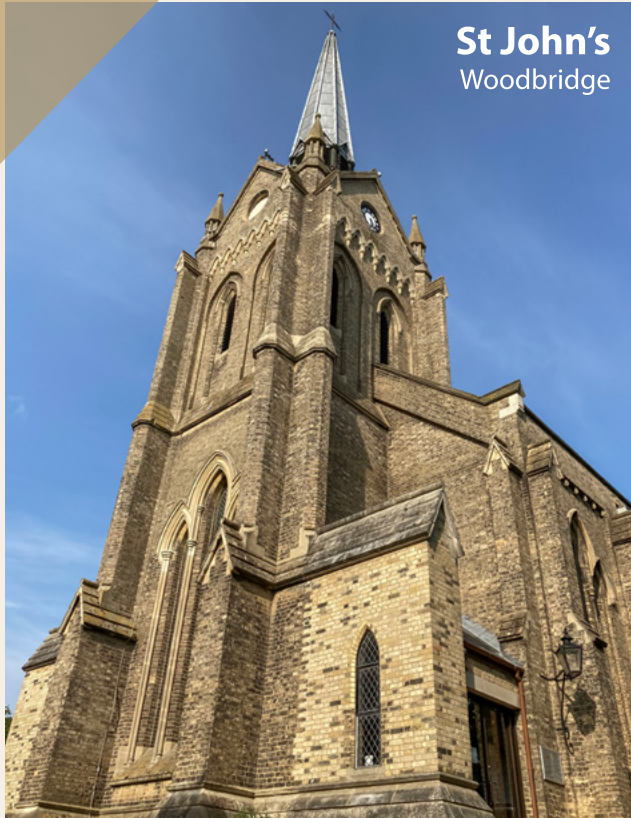
Discovering God and sharing the love of Jesus

St John's Church | St John's Hill, Woodbridge, Suffolk IP12 1HS | 01394 383162

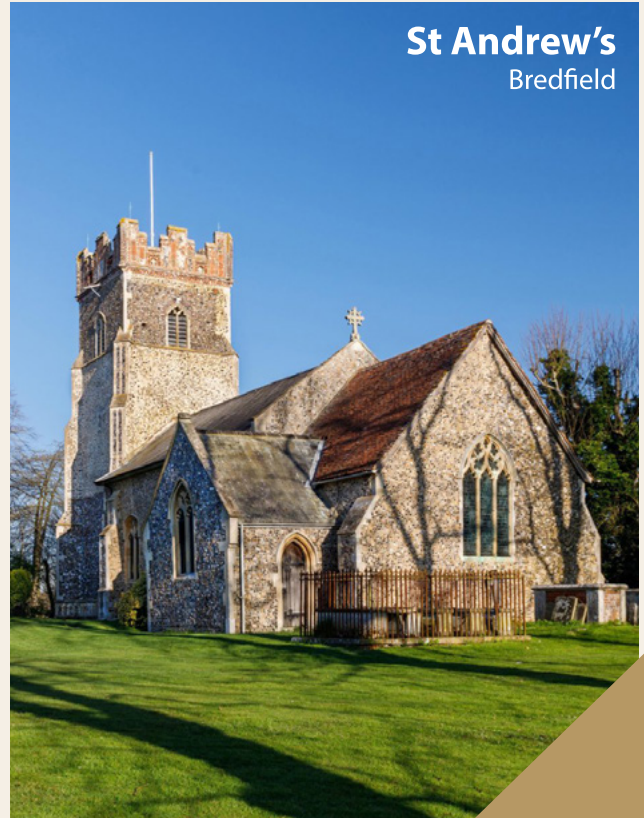
stjohnschurch.uk ✉ info@stjohnswoodbridge.org.uk

Registered Charity 1128699





**St John's**  
Woodbridge



**St Andrew's**  
Bredfield

**Position:** Operations Manager and Leadership Assistant

**Employer:** The PCC of St John's Woodbridge

**Hours:** 37.5 hours / 5 days per week (occasional evening and weekend work may be required by mutual agreement, and consideration will be given to school holiday working, as appropriate)

## *Purpose*

The role is key to **St John's Woodbridge and St Andrew's Bredfield** providing consistent, high-quality support to the Leadership Team, enabling them to maximise their time and advance the church's mission, ministry, and vision.

### **St John's Woodbridge**

An evangelical church in the charming riverside town of Woodbridge, voted the happiest place to live in UK, by a Rightmove survey, based on high scores for a strong sense of community, friendly atmosphere, access to amenities, and high levels of pride in the local area.

### **St Andrew's Bredfield**

A 14th Century church set in the heart of the rural village of Bredfield, just 3 miles outside of Woodbridge.

We are a mission-focused church family, discovering God, sharing Jesus' love, and serving our local community with faith in action.

# Principal Accountabilities

## Church Operations

- Provide support and assistance to the Leadership team including
  - supporting the management, the maintenance and oversight of the practical operation of all church buildings and facilities
  - supporting the execution and updating of church regulatory requirements and policies
- Provide support to HR Committee in employment legislation changes
- Provide support to church volunteer workers, providing information, guidance and recommend training
- To ensure that risk assessments are carried out and reviewed as required, and that the risk is managed appropriately.

## Supporting the Vicar and Leadership

- Provide support and assistance to the Vicar and Leadership
- Be a point of enquiry in respect of the Vicar's workload, filtering and redirecting enquiries.
- Acting and speaking on behalf of the Vicar and the Leadership, where appropriate

## Communications

- Create and manage an agreed communications strategy for the church in its outworking throughout the year, ensuring GDPR compliance
- Responsibility for the promotion of the church communications including social media and the church's website.
- Promoting the church via internal and external media, including creating and overseeing the printing of publicity for events as directed, liaising with external suppliers, where appropriate.

To carry out any other reasonable duties, one-off projects and events within the overall function of the role.



# The Person

**The role will require an orderly, confidential and business-like approach to the support of the Vicar and Leadership Team.**

## Skills and Experience

### Essential

- Christian with a clear commitment to the church's vision and values (this role carries a genuine occupational requirement)
- Comfortable working in an evangelical charismatic Anglican church
- Ability to work closely with Ministers and other church leaders on a day-to-day basis
- Demonstrated organisational skills, with the ability to manage themselves and others effectively
- Excellent administrative skills
- IT literate, including the use of Microsoft Office
- Excellent interpersonal skills and able to work comfortably within a team
- An effective, cooperative and supportive attitude
- Financially literate
- Ability to use their own initiative
- Trustworthy and reliable with ability to keep confidences
- Excellent problem solver
- Willingness to learn

### Desirable

- Previous experience of supporting leaders in a personal assistant capacity
- Can drive and has access to a vehicle
- Worship at St John's church at least once a month

**PLUS: Applicants must already have the right to work in the UK.**

Please note that we are unable to offer visa sponsorship.





## Our Church

**St John's is a lively church family with an informal and relaxed style; our aim is to help people discover God and share the love of Jesus. Together we have a heart to love God and to reach out to serve and make a difference in our town and beyond.**

We have a regular worshipping community of around 140 each week.

- Warm, friendly and welcoming
- Evangelical charismatic
- Alpha and Youth Alpha
- Affiliated to the New Wine network, and the Suffolk New Wine hub
- Vibrant growing church with life and expectancy and a sense that God is doing 'a new thing'
- Young People at the heart of the vision of the church and a history of resourcing youth ministry
- Friday Night youth club
- Excellent links with local schools
- Partner with Just 42, running a lunchtime club and more at the local High School
- A variety of worship styles, excellent teaching, open to the Holy Spirit and prayerful
- Flourishing children's ministry, led by a Children's Pastor.
- Large and growing team of clergy (including two curates this year), lay leaders and staff team
- Grouped with St Andrew's Church in Bredfield
- Life Groups and Community Café
- Regular outreach into the local community

## Our Values

- Welcoming • Loving • Prayerful • Community focused • To grow in faith
- Serve our community • Reach out in word and action

We're committed to Jesus, being filled with and led by the Holy Spirit, growing towards maturity in faith.

# Our Town

Woodbridge lies on the picturesque River Deben, just 7 miles from the sea, ideal for water sports, lovely walks and is a great place to live, voted:

*'Happiest place to live in Great Britain'*

www.rightmove.co.uk - December 2024

*'One of the best places to live in the UK'*

Sunday Times - March 2025

It's a buzzing market town with a great choice of restaurants, cafés, a theatre and cinema, library, swimming pool and leisure centre, plus its own train station offering easy access to London, Cambridge and surrounding area by both rail and road.

There are great primary and secondary schools, and good local healthcare services.

Nearby is the historic Sutton Hoo of "The Dig" fame, and stunning seaside towns such as Southwold, Felixstowe and Aldeburgh.





St John's Woodbridge

*More details and how to apply*

**If you would like an informal chat about the role, please contact the Vicar, Rev Charles Trefusis on 07878 460911 or email [charles@stjohnswoodbridge.org.uk](mailto:charles@stjohnswoodbridge.org.uk).**

**To apply for this role, please complete the application form and return it by email to Rev Charles Trefusis.**