

JOB DESCRIPTION:

18 Jun 2024

9:30AM OPERATIONAL LEAD

Job type:	Permanent Part-time (16 hours a week) <i>Flexible working hours considered beyond fixed Sunday mornings and Tuesdays</i>
Salary:	£29,445 to £31,297 dependent on skills and experience (Full-time salary equivalent based on 40 hours pw, pro rata according to the contracted hours)
Application Closing Date:	Wednesday, 17th July
To Apply	Please send a CV and covering letter to sarah.brown@kingsarms.org
Likely Interview Date:	TBC
Holiday:	25 days annual leave plus bank holidays (all pro rata)
Probation Period:	Six months
Place of Work:	Office based at King's House, 245 Ampthill Road, Bedford MK42 9AZ with hybrid working considered beyond fixed Sunday mornings and Tuesdays

Context: The King's Arms

The King's Arms Trust is a growing multi-location church with over 1000 adults, youth and children and a staff of around 24 (full-time equivalent) with many hundreds volunteering to work in support of our community. Our vision as a community is to multiply disciples, groups and churches everywhere until we see God's kingdom fill the earth, through helping people to live lives where we *worship God, love one another and multiply* disciples.

Our 9:30am Operational Lead role plays a part in the outworking of this vision within the practical leadership of the 9:30am Sunday meeting.

Reporting

Reports to the 9.30am Meeting Pastor

Principle Responsibilities

General Operational Leadership

- Alongside the 9:30am Meeting Pastor, take a lead to practically help create a Sunday gathered context that facilitates people to live lives worshipping God, loving one another and multiplying disciples
- Take responsibility for Sunday programming and ensuring resources from relevant teams are prepared for the smooth running of the Sunday meeting
- Alongside other King's House, Operational Lead take responsibility for compliance for health and safety, first aid, and fire regulation guidance
- Maintain statistics and reports, and communicate in relation to the 9:30am meeting
- Oversee and maintain a budget specific to the 9:30am meeting
- Play an active role in supporting the 9:30am Meeting Pastor in the management of pastoral needs within the 9:30am meeting as they arise
- Participation in staff activities, prayer meetings and other such gatherings

Meeting Leadership Team Connection Points

- Alongside the 9:30am Meeting Pastor, organise and communicate key team gatherings to build community and facilitate good working practices toward a unified vision
- Take minutes and communicate actions to team members
- Take a lead in organising training events, plan training, allocate any actions from meetings and communicate with host teams

Oversight of Volunteer Leaders and Teams

- Work alongside the 9:30am Meeting Pastor, to oversee and support ministry area 'champions' (e.g. Welcome, Hospitality, King's Kids)
- To support ministry area champions in the recruitment, training and standard of volunteers
- Managing serving rotas and handling communications across multiple teams connecting to Sunday Operations including host teams
- Direct leadership of the Sunday Point Person team (SPP) and having ownership without serving in the team. It is important for anyone new to this role to have prior experience in serving as a SPP to ensure they understand all the responsibilities involved
- Lead the multiplication of team for Welcome, Hospitality, Car Parking, Communion Champion, Baptism Champion, Ministry team, and hosting serving areas and developing leaders to help oversee these teams
- Oversee the operational requirements for the Ministry Team, and also the Healing Rooms Team (which runs once a month).
- Train and regularly meet with the Volunteer teams to build relationships and promote spiritual growth for those serving

Administrative Support to Occasional Sunday Events & One Church Sunday Gatherings

- Be available to take the lead on occasional Sunday events, including Vision Sunday, Summer Fun Days, Sign-up Sundays and working with the teams responsible for key evangelistic Sundays such as Baptisms, Dedications, Mother's Day, Father's day, Easter Sunday and special Christmas events in line with the Christian ethos of the King's Arms Trust
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Person Specification

We are looking for someone who is warm and personable, of godly character, proven administrative and planning skills and an ability to manage multiple tasks and projects at the same time. They will be able to lead, manage and recruit teams of volunteers along with liaising with other ministry leaders.

They will be highly motivated as well as maintaining a high level of professionalism where self-motivation, sound decision-making and discretion are essential.

It is desired that the successful applicant would have sympathy, experience and proactive engagement with those practising the Christian faith, the values of the King's Arms Trust and a passion for the Church and its culture and mission.

The above is not an exhaustive list and in addition to the above duties, you may be required to perform other duties as the needs of the Trust change. We reserve the right to amend the above duties as deemed necessary for the needs of the Trust.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity; dignity and due respect for all employees, clients, customers and church members. They must be carried out in a way that is consistent with the Trust's Equal Opportunities Policy and the culture with which the church wishes to promote.

Accessibility Statement

The King's Arms Trust is committed to being inclusive and accessible to disabled people. Disabled people are a diverse group with differing requirements, some of which aren't always apparent. We are committed to making our recruitment process as accessible as possible and to providing workplace adjustments to help eliminate barriers in the workplace that disabled people face.

Should you have a reasonable accommodation request to help facilitate you in the application process of any of our listed vacancies, please email accessibility@kingsarms.org or call 01234 306500 to discuss further how we can support you.

info@kingsarms.org | 01234 306500 | kingsarms.org
KING'S HOUSE, 245 AMPHILL ROAD, BEDFORD, MK42 9AZ
