



Operations Assistant

Job Title: Operations Assistant Hours: Volunteer – 4 Hours per week
Department: Operations Team
Reports To: Operations Manager & Senior Leaders

POSITION RESPONSIBILITIES:

Overview

This person will work with the Operations Manager to ensure operational readiness and take on some responsibility for the set up and set down requirements of Revive Church, Revive environments in general and seasonal environments as required. They will also assist with the Health and Safety checks and tasks carried out across Revive sites and assist with maintaining general care of Revive to a high standard, including some housekeeping tasks, and to helping maintain all environments well at Revive.

The person will assist with the arranging and ensuring delivery of, building and maintenance work under the direction of the Operations manager, and they will also support where required with operational administration using Church Suite and other system.

Reporting to the Operations manager this role will help ensure Revive Church is a safe place, and that the environments people engage with are maintained well. This person will work closely with the Operations manager who will work with them to establish meaningful targets however the key roles and responsibilities are as follows:

Health and Safety

- Be responsible within the team for the implementation of Revive Health and Safety policy to ensure Revive is doing all that is practicably reasonable to ensure that staff, volunteers and facilities are safe. Be proactive in liaising with the Operations Manager so they are clear of any gaps identified or new information to be included.
- To assist with maintenance checks and meter readings within the church buildings to ensure compliance and billing is always upheld in all areas. Sharing key information with the Operations Manager.
- Assist with management of compliance checks (i.e firefighting equipment, PAT testing etc) Be proactive in ensuring this is kept up-to-date working with the Operations manager and external agency as appropriate.
- Help monitor and keep records for H&S training across ministries and teams
- Assist where necessary with accident, hazard and incident report checks
- Assist the Operations Manager in ensuring Risk assessments are completed and are adhered to, working with ministry leads as required.
- Ensure all first aid kits are complete with agreed contents and check regularly for serviceability and defibrillator checks are carried out, maintain registration on the circuit
- To oversee the testing of the fire alarms, ensuring the test register is maintained.



- To implement a cycle of legionella testing across the church buildings ensuring that any key findings are shared with the Operations Manager
- To become a fire warden and assist with drills and fire safety actions
- To work with the Operations manager and external H&S provider

Security

- To assist with security management of the building and ensuring staff and teams follow the correct procedures, including windows closed, lights off etc. and alarm is set and working before leaving the premises.
- Be registered as a key holder and to cover for emergency on site needs in the absence of the Operations Manager or other leadership teams, and to assist with opening and closing the building when needed for external hire, Sunday gatherings and other occasions as needed
- To assist with the management of key holders, alarms and other security measures at Revive Church.

Maintenance

- To assist with ensuring general maintenance and minor repair work is carried out, allowing access to contractors when necessary to ensure the building are maintained to a high standard.
- To oversee the general tidiness of Revive Church sites including the removal of all debris from paths, flowerbeds and entrances / litter is picked up disposed of etc.
- To manage the Lost Property at Revive sites and assist with the system to manage it
- To ensure that all building problems are reported to the Operations Manager
- To assist with management of storage areas

Administration

- To assist with various operational administration including volunteer agreement management and other church suite flows.
- To assist with H&S administration as required
To assist with sourcing and procurement or required items for operational readiness at Revive.

Person specification

- This person must love God and have a personal relationship with Jesus Christ.
- Live out Revive Churches CODE and be committed to the culture of Revive
- A regular attender at Revive Church who has been coming for 6 months or more.
- Someone with good time management skills, who demonstrates punctuality and is reliable and trustworthy.
- They should have a good level of communication skills
- This person should be able to work flexibly as part of a team and directly with the Operations manager
- Willing to develop skills through continuing professional development.



- Someone who will attend all mandatory training as required.
- Someone who will undertake duties in a safe manner having regard for the health and safety for themselves and others.
- A person with IT skills and a willingness to learn systems used within Revive.

Terms and Conditions

- This is a volunteer role with irregular hours as required – approx. 4 hours a week.
- Hours to be carried out flexibly as and when required.
- There will be a six-month probation period with regular assessment and opportunity for feedback
- Training will be provided and coaching will be given by the Operations Manager

How To Apply

1. Head over to twww.revivechurch.uk/join-the-team to fill out an application form online
2. We will review your application short list candidates within 1 weeks of the closing date and invite this list of candidates for interview.