

**Job Title:** EBC Ministries, Operations & Pastoral Support Lead

**Hours:** 12 hours per week

### **Role Overview**

The EBC Ministries, Operations & Pastoral Support Lead plays a pivotal role in ensuring the smooth running of church operations, fostering a unified volunteer culture, and supporting the spiritual and practical needs of the EBC community.

### **Responsibilities:**

- Lead & develop new administrative & operational systems across all ministries that support current rate of growth at EBC.
- Develop unity of culture across all EBC volunteer Teams.
- Lead EBC events operationally, including bookings, Service Team coordination, setup and hosting.
- Develop EBC social media presence and website.
- Manage & contribute to EBC Teams on Slack including the Prayer & Encouragement Channels – creating healthy Community.
- Provide finance support, including invoicing.
- Provide operational support for Made for Encounter Team.
- Open, close, and host some events including times of briefing, prayer and debriefing.
- Purchase & order necessary materials to support EBC ministries.
- Perform general administrative duties including managing and updating ChurchSuite.
- Manage the EBC church diary, including room bookings and lets.
- Handle initial requests from phone and website inquiries including receiving pastoral enquiries.
- Attend and actively participate in regular staff and volunteer prayer and worship meetings.

### **Qualifications:**

- High school qualifications or equivalent; additional qualifications in administration or related fields are a plus.
- Proven experience in an administrative & operational role, preferably within a church or non-profit organization.
- Proficiency in using ChurchSuite or similar church management software is desirable.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and Social Media Platforms. {and Web}

## **Skills & Passions:**

- Proven ability to value, draw in and work with a diverse range of people/volunteers and get the job done as a TEAM.
- Strong organisational and multi-tasking abilities.
- Noticing on a day to day what needs to be done and finding solutions.
- Clear and confident communication skills – verbal, presentational and written.
- Good interpersonal & pastoral care skills across all ages.
- Ability to set tone, attention to detail, creative thinking and problem-solving skills.
- Ability & experience in working independently, leading teams and functioning as part of a team.
- Flexibility & calmness of approach to adapt to changing priorities and handle multiple tasks simultaneously in a busy, thriving church context.
- Evident gifts in hospitality and welcome that are transferrable to others.
- Passion for Jesus, His Kingdom & the local church.

## **Salary/Compensation:**

- Competitive hourly rate based on experience and qualifications.
- Participation in Church's Pension Scheme with an employer's contribution of 10%
- Six weeks holiday entitlement pro-rata
- Additional benefits may be discussed during the interview process.