

Job Description: Operations Assistant



Job Title	Operations Assistant
Reporting To	Associate Pastor - Dan Green
Hours of Work	3.5 - 7 hours a week (including overseeing Sunday operations from 8am to 1pm on alternate Sundays).

	Specifics	Measures
1	To provide primary operational management for sunday services on alternate Sundays.	Present at the Station from 8am to 1pm on Sunday mornings to deploy and monitor staff and volunteers to ensure smooth operational running of the two services. This includes opening up, checking teams are fully staffed, helping the teams with problem solving, assisting starting on time, and monitoring for potential issues during the service.
2	To identify, recruit, train, deploy, monitor and nurture leaders of the following sunday service teams: Setup/setdown/stewards Refreshments Production.	Competent volunteer leaders who IRTDMN the members of their teams to ensure all functions are fulfilled with excellence and the team members enjoy their roles and there is minimal churn of the teams.
3	To work alongside the Associate Pastor responsible for operations, offering feedback and assistance as required in decision-making and implementation of strategy and organisation.	To meet fortnightly with Dan Green in order to review and evaluate progress.
4	To be responsible for the development and implementation of the Health & Safety Policy for all departments of Severn Vineyard, working alongside members of staff, volunteers and consultants in order to do so.	To meet monthly with the relevant member of staff in order to review and evaluate progress.
5	To be responsible for asset management, including the current premises (the Power House) and other assets of Severn Vineyard.	To meet monthly with the relevant member of staff in order to review and evaluate progress.

Personal qualities required for role

- Proven leadership ability.
- Humble attitude towards oneself and others.
- A heart for people to fulfil their potential.
- Pragmatic and capable of accountable self-direction.
- Openness to new ideas and ways of thinking and excellent communication skills to assist others to develop their own thinking.
- A team player able to encourage and promote the ideas of others as well as own and who is helpfully enthusiastic and capable of creating energy and momentum.
- Ability to lead and motivate in a team and cross-team collaborative, collegiate environment.
- Manner and judgement which inspires confidence.
- Ability to set and manage changing priorities, i.e adaptable.
- Competent communication skills.
- Can-do attitude, but with the confidence to ask questions of others judgment.

Qualifications & Key Skill Set requirements

- Proven interpersonal skills.
- Proven skills in managing a team of volunteers to achieve a common goal.