



We are a growing, charismatic and evangelical church of around 50 adults and 15 under 18's. We are connected to a wider movement in Elim, but independently and locally governed. This means we are a Bible believing, Spirit filled, missional community, who value family, authenticity and healing for all people we can meet.

We meet at Lincombe Barn in Downend on Sundays, and have a space in Stoke Gifford for midweek meetings, local outreach and offices during the week. We are in an exciting season, where we are looking to reinforce the opportunities we have for outreach and ministry with a support staff member to compliment our church leader's priorities. This is to reach new people and facilitate their journey with our church effectively.

## **We are looking for...**

Someone to join us in this exciting season of development of our church, who can supply communication and administrative support, alongside our church leader. If our work inspires you, and you feel you have the administrative and practical skills to contribute to the operations of the church, then we would love to hear from you.

## **Ministry Operational Support**

### **TO SUPPORT WATERBROOK WITH PRACTICAL & ADMINISTRATIVE SUPPORT TO OUR OPERATIONS**

- Lead our communications as a church; contact information, email correspondence, social media content, podcasting and newsletter creation and distribution.
- Provide administrative support, which includes aspects of rota support, calendar management, booking venues and hospitality.
- Practical support of setting up venues and facilitating groups for newcomers and Alpha courses.

### **DETAILED OVERVIEW OF THE JOB DESCRIPTION**

#### **Communications;**

- Email and phone correspondence- taking over management of the administration email account and being the first point of contact in the church
- Assist with social media content creation and scheduling
- Assist with newsletter distribution
- Keep contact information up to date along with GDPR compliance
- Podcast uploading

#### **Administration;**

- Assist with rota and calendar management on ChurchSuite
- Manage our spreadsheets for sign ups to events, and feedback forms
- Assist with events, which includes logistical support such as venue booking, stocking up on refreshments and other coordination
- Assist with updating our website via Wordpress, where necessary

#### **Practical support;**

- Assist with the practicalities of arranging and leading a smaller midweek group, caring for the members and leading the sessions as required- mainly with regard to the newcomers groups and Alpha courses.
- Managing the venue practicalities (set up and storage) on Sundays
- Arranging for ongoing maintenance or purchasing of equipment wherever required

Waterbrook Church CIO is registered in England and Wales at 14 Northwoods Walk,  
BRISTOL, BS10 6LS as a Charity (Number 1200990)

## PERSON SPECIFICATION

Essential	Desirable
Committed Christian in the charismatic/ evangelical expression	Experience of Wordpress, OneDrive and ChurchSuite
Good written and verbal communication	Knowledge of professional church based work
Demonstrable ability in planning, administration and management of tasks	Ability to drive
Great people skills	Ability to lead small groups and public speaking
	Ability to work with different stages of the faith journey
	Experience in social media content creation and scheduling
	Someone with energy and passion, able to nurture a 'can do' culture, and committed to fostering growth amidst the challenges that change often brings.

## CONTRACTUAL INFORMATION

Job title:	Ministry Operation Support
Employer:	Waterbrook Church CIO
Accountability:	The post holder is accountable to the trustees of Waterbrook, with one line manager being the church leader.
Salary:	£10,880 per annum, working 16 hours per week. How the hours are worked to be negotiated during interview, but will have an expectation of one Sunday morning, one evening and one full day a week. The charity will cover necessary expenses incurred in the performance of duties to be agreed with line manager.
Contract duration:	Fixed term of one year, with opportunity to extend, beginning February 2025, subject to a 3-month probationary period and a enhanced DBS check
Holidays:	11 days per year excluding bank holidays

Under the 2010 Equality Act, schedule 9, there is a genuine occupational requirement for all employees and volunteers to be practising Christians, and agree to Waterbrook's statement of faith.

## APPLYING FOR THE POST

Applicants are asked to submit by email to [luke@waterbrook.org.uk](mailto:luke@waterbrook.org.uk) a copy of their CV and a covering letter detailing why this post may be a good fit for you. Attention is drawn to the person specification listed above and applicants should clearly identify how they meet the criteria in their written application.

Closing date for receipt of applications: 4.00pm Monday 6 January 2025

Interviews for shortlisted candidates are currently planned on a rolling basis in Bristol.

Informal enquiries are welcome and should be made to [luke@waterbrook.org.uk](mailto:luke@waterbrook.org.uk)



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