

St Andrew's

CULLOMPTON

Operations Assistant: HR & Safeguarding

St Andrews Church, Cullompton

Location: Cullompton EX15 1JX

18 hours/week

- Do you have experience of working in Human Resources?
- Do you have a heart for team building and encouraging others in their own giftings?
- Do you enjoy working with people and being part of a growing team?

If you are passionate about the local church and enjoy working collaboratively with others, then this may be the job for you.

St Andrew's Cullompton is a large charismatic evangelical Anglican church (300+ adults and 100+ children and young people) in the beautiful county of Devon and we are looking to recruit the right person to join our Operations Team, supporting the HR and Safeguarding side of our administration.

Over the past 12 months our office team has grown and as part of a restructure, we have created two new roles within our Office team. These roles, along with our Operations Director and Media and Communications Intern, will make up our Operations Team, which will continue to grow and develop our systems and processes throughout the ministry of St Andrew's. You will be working alongside a staff team of 10 and a large volunteer team, without whom the church simply couldn't run. You will be working to help provide a smooth and effective system of administration and communications for St Andrew's.

Email opsdirector@standrewscullompton.com to register your interest and receive a Job Description. For an informal discussion please send an email to the above address with a telephone contact and someone will call you.

Although this post does not require the holder to be a practising Christian or attend church, they would need to be sympathetic to the Christian values of St Andrew's.