

JOB DESCRIPTION: OPERATIONS ASSISTANT

Placement within the Organization

The Operations Assistant is employed by the board of Redeemer International Church Delft and reports to the Lead Elder.

Responsibilities

- The Operations Assistant is responsible for the practical day-to-day administration of the church.
- The Operations Assistant is responsible for the logistics and planning of church events.
- The Operations Assistant is responsible for ensuring the clear and timely communication of key information with the church members.
- The Operations Assistant is responsible for the practical administration of the Netherlands New Ground Academy base.
- The Operations Assistant is responsible for the administration of the church volunteer recruitment.

Tasks

- **Day-to-day Administration**
 - Be the point-of-contact for operational, practical and logistical problems.
 - Communicate with leaders for practical problem solving.
 - Manage the admin@redeemerdelft.nl email.
 - Assist the Finance Team with financial administration.
- **Event Logistics & Planning**
 - Communicate with volunteer leaders to ensure smooth running of Sunday meetings.
 - Communicate with venues and other parties for bookings, feedback and troubleshooting.
 - Planning of one-off events (e.g. Christmas Services, Baptisms, etc.)
 - Provide a point of continuity and connection for volunteer-led activities.
- **Communications**
 - Manage the church calendar so that it is up-to-date and in line with reality.
 - Work with the Staff Team and Ministry Leaders to communicate key messages with the church on Sunday mornings.
 - Create and send visual and written announcements via the Redeemer App and other social media channels.
 - Make changes to the Redeemer website.
- **New Ground Academy**
 - Providing administrative support for the application process for students.
 - Being a point-of-contact for practical student questions.
 - Manage the academy@redeemerdelft.nl email.
 - Check invoices from churches hosting the Academy.
 - Sending a monthly email with the details of this month's Academy sessions.
 - Liaising the New Ground Academy UK Team for alignment of administration and communication.
- **Volunteer Recruitment**
 - Plan church-wide communication for recruitment with Team and Ministry Leaders (on Sundays, newsletters, app).

- Assist Ministry, Team Leaders and Safeguarding Officer with the administration of volunteer recruitment (e.g. VOGs, Safe Church Policy, etc.)¹

Authorisations

- Access to the Redeemer Office.
- An organization email name@redeemerdelft.nl.
- Access to confidential data of Redeemer International Church and her members.
- Access to all necessary information systems such as Google Drive, etc.
- Able to authorise payments and bookings up to €1000,-.

Qualifications & Competencies

- Alignment with Redeemer's vision and beliefs.
- Fulfill the biblical qualifications to be a church deacon (1 Timothy 3:8-13).
- Preferably a high-level of Dutch and English.
- Able to lead others and delegate.
- Good communication (writing and speaking) skills.
- Good organizational skills.
- Self-starting and an initiator.
- Resilient and able to push through problems and setbacks practically/relationally and spiritually.
- Able to manage change and be flexible with the needs of the community.

Personal Discipleship

Working for a church is a wonderful privilege and there is great joy in seeing God work in the lives of those you are serving. You will be greatly impacted by seeing God work in the children and young people. We are also aware that we work in a spiritually contested environment that places extra strain on you, your relationship with God, others and the church. It is vital that one has a spirituality that is able to sustain such a challenge:

- Has good spiritual disciplines (Bible reading, prayer, etc.).
- Knows personal identity in Christ, not function..
- Is embedded in Christian community.
- Is accountable.
- Has humility to ask for help and support and a willingness to (keep) learning.
- Is open to feedback and direction.
- Is able to take rest and retreats.

Remuneration and Term

- This job is initially offered for a maximum period of six months.
- This job is for 16 to 24 hours per week (0.4 to 0.6 FTE), which may be organized flexibly apart from Tuesday mornings for Staff Meetings.
- The job is placed in the "Assistant" function of the salary scale.

¹ N.B. The Operations Assistant does not recruit volunteers themselves, but assists with administrative processes after recruitment by the Ministry or Team Leader.