

VACANCY OPERATIONS COORDINATOR

We are seeking to appoint an Operations Coordinator who will play a key role in the day-to-day running of the offices. This is a varied role which includes managing and developing admin procedures and office systems, overseeing and developing the database, liaising with our IT providers, supporting reception and managing projects.

We are looking for someone who has strong IT skills and experience of working with databases, experience of admin and office systems, good organisation and communication skills and the ability to juggle a wide variety of tasks.

This is a 12 month fixed term contract and there is flexibility for this to be either full time or part time.

The successful applicant will embrace Heart Church's beliefs, culture, ethos and values and be an active part of our church family.

For further information please contact Sally Abel at sally.abel@heart.church The job description can be viewed on the Heart Church website along with the job application form at: <https://heart.church/vacancies> The closing date is the 30th October 2022.