



## **Job description**

### **Job Title: Operations Support**

**Job Purpose:** To support Bath Abbey's vision to be a 'People and Place Fully Alive' and the three core pillars of 'Worship, Hospitality and Justice'. Working with other members of the Operations team, under the leadership of the Operations manager, to ensure the smooth running of the Abbey as a place of worship, a visitor attraction, a venue for events and concerts.

**Part time:** 24hrs per week with the possibility of overtime. To be able to work flexibly but mainly covering weekends

**Accountability:** The Operations Manager

**Pay:** £21,860.80 FTE (40 hours) pro rata

### **Key responsibilities:**

- To be welcoming and professional to colleagues, visitors and congregations
- To assist in the preparation of services with occasional ceremonial verging
- Operating the sound and AV system for services, concerts and events
- Helping to keep the Abbey safe, clean and tidy
- Handling and counting cash in accordance with the money and handling procedures
- Helping to move chairs and various pieces of furniture in preparation for services, concerts and events
- Responsibility of occasionally opening and locking the Abbey
- Assist the Custodian as required with minor maintenance tasks
- To be IT literate and have a professional telephone manner
- A willingness to learn emergency first aid at work
- Other duties as needed
- Experience desirable but full training will be available for the successful candidate