

Job Description

POST TITLE: Resources Assistant

PRIMARY PURPOSE OF THIS POST:

- To provide administration and project support for the work of the Otley Christian Resources Hub.
- To work alongside the Hub manager in delivering the work of Otley Christian Resources Hub

HOURS OF WORK:

8 hours based at The Chestnuts on Burras Lane in Otley. There will be need for flexibility in working occasional evenings and weekends. This post is initially for one year.

PAY:

The post holder will be paid an hourly rate of £10.50

ACCOUNTABILITY:

The worker will be employed by OCRH and managed by the Hub manager.

This post is subject to an enhanced DBS check.

RANGE OF DUTIES:

1. General Administration

- To prepare regular newsletters for Synods, clergy, funders, volunteer leaders and any other interested parties.
- To circulate ideas, information and news regularly (in printed format and through social media).
- To manage orders for resources, craft and office supplies as necessary.
- To update resource database as needed.
- To manage day to day banking tasks

2. School's Work Administration

To support Open the Book through :

- Organising and monitoring the loan of props to storytelling teams.
- Being a source of help, support and encouragement to storytelling teams.

To support the What's the Story? Project through:

- Preparing "What's the Story?" packs for sale to churches and organisations.

- Taking bookings for “ What’s the Story?”
- Preparing orders of story chain components
- Supervising delivery and collection of props as appropriate.

3. Networking

- In partnership with Hub manager and Trustees to visit churches, PCC’s and interested groups to talk about the work.
- To attend deanery synods keeping them informed of news and developments.

4. Children’s Ministry

To assist the Hub Manager in:

- Supporting, encouraging and enabling volunteer children’s leaders in their work
- Managing the loan of resources and books
- Preparing resources
- Planning appropriate information and / or training events