

Operations Manager

St Mary's Attenborough

JOB PROFILE	
Title:	Operations Manager
Contract:	Permanent
Reports to:	Vicar
Location:	St Mary's Church
Basis of employment:	Part Time – 16 hours per week. (Possibility of increasing hours after review, depending on the needs of the role and suitability of the candidate.)
Salary	£22-28,000pa, pro rata depending on experience.
DBS check required? (Yes/No)	Yes
Special conditions of employment	There is a genuine occupational requirement for the post holder to be a Christian.
Date written	20 th January 2025

OVERVIEW
<p>St Mary's is going through an exciting phase of transformational change and growth. Our vision is to reach out to our community with the transformational love of Jesus, to grow new and younger disciples and to be a Church where everyone can grow more deeply on their faith journey together. You can see a short video of our Vision here:</p> <p>We are seeking to employ someone who will join our team and support our vision by passionately and carefully driving the strategy, overseeing logistics and effectively run the communications of the life of the Church.</p>

MAIN RESPONSIBILITIES

Strategy and Planning

- Work within and alongside the staff team, taking a lead on strategy and planning, to ensure smooth delivery of our ministry and mission plans across the year. This would include preparation and organisation of seasonal events such as Easter and Christmas as well as regular Sunday, midweek, and outreach ministries.
- Supporting the Vicar, Rising Generations Pastor and voluntary ministry leaders, to ensure projects are organised and delivered in a timely manner.
- Contribute to strategic work streams and PCC subgroups, sub-committees and working parties as appropriate.

Operations and Logistics

- Ensure the smooth running of the day-to-day tasks of the church and office.
- Maintain an effective office workspace.
- Maintain a library of policies, procedures, and risk assessments, ensuring a timely review. This includes safeguarding (in collaboration with Parish Safeguarding Officer), Health & Safety, accessibility, insurance, GDPR.
- Ensure smooth practical running of all services and events.
- Arrange and coordinate maintenance visits for the requirements of the building.
- Manage invoicing and day to day payments and receipts.
- Work closely with the treasurer to ensure robust financial reporting.

Communication

- Respond to phone calls and email enquiries.
- Create and coordinate rotas for volunteers.
- Ensure the effective use of communications within the church and external to the church, including the use of the website, social media, monthly notices and updates.
- Manage the church database on ChurchSuite, offering support to colleagues and congregation members for increased effectiveness.
- Ensure all IT provision is effective and efficient, that those using church IT systems have the training and support they need and ensure compliance with GDPR in the storage and use of personal data.
- Organise and arrange life events i.e baptisms, weddings, and funerals through ChurchSuite.
- To be a PA to the vicar.

This list is not exhaustive, and the role may require other responsibilities as necessary.

ROLE DIMENSIONS	
People management	Support ministry staff. Oversee caretakers and cleaners. Coordination of volunteers.
Key relationships – internal	Vicar Staff Lay Leaders Church Wardens Treasurer Parish Safeguarding Officer PCC Secretary Volunteers
Budget management (where relevant)	Monitoring budgets – working closely with treasurer
Key relationships – external	General public – Church users and members of the wider community, online and in person. Diocesan colleagues.

PERSON SPECIFICATION		
	Essential	Desirable
Personal Characteristics	<p>A passionate, mature and vibrant faith in Jesus, which inspires others on their faith Journey.</p> <p>Passionate about the church’s vision, growth and discipleship.</p> <p>Honest, reliable, efficient and conscientious.</p> <p>A desire for personal and professional growth.</p> <p>Level-headed and able to deal calmly with unexpected challenges.</p> <p>Good people interaction skills and self-awareness.</p> <p>Comfortable with both collaborative and lone working.</p>	
Competencies and Skills	<p>Proficient in executing projects and duties to a high degree of quality.</p> <p>Leadership Skills</p>	

	<p>Innovative</p> <p>Has an eye for detail, being methodical, organised and systematic.</p> <p>Able to take initiative and improve operations without always needing to be prompted.</p> <p>Excellent organisational and planning skills.</p> <p>Excellent communication skills both written and oral.</p> <p>Able to work as part of a team and bring out the best in colleagues.</p> <p>Competent user of IT and the ability to quickly learn and use new software. This includes ChurchSuite, Microsoft office, google workspace and AV software such as OpenLP/ Pro Presenter.</p> <p>Proficient on Mac OS and Windows and Churchsuite database and software.</p>	
Qualifications and Experience	<p>Educated to A level standard or equivalent level of work experience.</p> <p>Experience of administration and leadership.</p> <p>Experience and good level of competence using ChurchSuite, Microsoft Office and Google workspace.</p>	<p>Experience of working within a church setting.</p> <p>Experience of leading/developing others including volunteers.</p> <p>Experience of using a variety of software eg. OpenLP, pro presenter.</p> <p>Buildings / facilitation management experience</p>
Knowledge and Understanding	<p>Knowledge and good understanding of relevant policies and procedures such as Health and Safety and safeguarding.</p>	<p>Knowledge and understanding of Church of England structures</p>
Special Requirements	<p>Willing and able to work flexibly, recognising that Church life does not always fit normal office hours.</p>	

TERMS OF EMPLOYMENT

Work Pattern	Standard working hours are 16 hours per week. This should be spread over at least three days, including Friday and Tuesday. Flexible working essential according to the needs of the role and responsibilities. There is the possibility of increasing hours depending on the needs of the role and suitability of the candidate.
Salary	The salary range for this role is £22-28,000pa, pro rata depending on experience.
Holiday	28 days holiday per annum pro rata including bank holidays.
Probation	3 months