

Operations Manager Job Description

St Paul's Ireland Wood is a long established church in a local area. We have recently been the recipient of a church plant of 40 plus people from St George's Leeds, and have now begun to realise our vision to make this church a centre of the local community and a resource church for the wider area.

OUR VISION

1. To establish a Growing Community, Shaped by Jesus, thriving in the area of LS16.
2. To encourage growth in discipleship, partnership, influence, number and generosity.
3. To play our part in the renewal of the church in Leeds, the North and Beyond.

MAIN PURPOSE OF ROLE

To provide the operational platform from which the church can confidently work towards and grow into its Vision. This will include tailoring of new systems and the oversight of the effective operation of the church's resources (buildings, communications, finance and personnel).

MAIN DUTIES AND RESPONSIBILITIES

The post-holder will work in close partnership with the Clergy, the Staff Team and the PCC in order to:

1. Develop the strategy to see the vision of the church realised.
2. Deliver the strategy through the management of the operations of the church.
3. Set up, develop and ensure the delivery of the day-day operations of the church and its buildings. This is very broad and involves everything from statutory documentation relating to the role of St Paul's within the Church of England, maintaining and procuring supplies, administrative and maintenance procedures and policies etc.
4. Manage volunteers and staff, including oversight of supervision, policies and procedures.
5. Manage the internal and external communications of the church through key volunteers and staff.
6. Ensure that the website and social media are kept up to date.
7. Support the Treasurer and Finance Committee with the management of church finances, budget and reporting.
8. Develop good practice in the recruitment, care and support of staff and volunteers.
9. Provide oversight and management of events and projects.
10. Have a good awareness of life throughout the whole church.
11. Participate in the weekly staff meeting and prayers.

Professional Development

The post-holder will be expected to maintain a high level of professional development through management supervision; team meetings; courses and training as appropriate. On-going support through a work mentor is available. There is scope for the role to grow and develop.

PERSON SPECIFICATION

	Essential	Desirable
Experience and Knowledge	<p>Proven experience of operational administration and managing people.</p> <p>Good understanding and passion for church life and organisation.</p> <p>Experience of strategic planning and development of organisational systems and structures.</p> <p>Understanding of finances, budgeting and reporting.</p>	<p>Awareness of requirements and regulations needed to manage and organise a public building for hirers, community users and church members.</p>
Interpersonal Skills	<p>Able to establish strong working relationships with colleagues and volunteers.</p> <p>Good communication skills</p> <p>Ability to confront and manage conflict in an appropriate manner.</p> <p>To be trustworthy and understand appropriate confidentiality.</p>	

Operational skills	<p>Good organisation and administrative skills</p> <p>Ability to prioritise workload</p> <p>Proficient in the use of IT - Microsoft Office, Google Docs, and Email</p> <p>Ability to work alone and as part of a team</p> <p>Ability to manage staff and volunteers.</p> <p>Ability to use initiative and be pro-active.</p> <p>Understand the need for professionalism with regard to working with others, time keeping, deadlines, personal conduct, planning and general organisational skills.</p>	<p>Monitoring and Evaluation skills</p> <p>Experience in managing website content</p> <p>Experience of event and project management.</p>
Expression of Faith	<p>A committed Christian who is experienced in the life of church.</p> <p>Willingness to work within the authority structures of the Church of England.</p> <p>Demonstrates what it means to be a follower of Jesus in everyday life.</p>	Willing to become a member of St Paul's Ireland Wood.

KEY TERMS

Contract - 3 years fixed term

Probationary Period - There is a 6 month probationary period.

Start Date - As soon as available

Office - An office space will be provided within St Paul's Church. Working from home is acceptable at certain times by agreement.

Hours and pattern of work - 37 hours per week, flexible working hours. Ideally office hours will be 9am - 5pm Monday - Friday with an hour lunch break and regular presence at Sunday services. However, the work will be necessarily flexible and may involve evening and weekend work. As such the ability to manage hours and communicate this is vital.

Remuneration - £23,000 - 28,000 plus contributory pension with 5 weeks annual leave plus bank holidays.

GOR - This post is subject to a satisfactory DBS criminal record check and the offer of post is subject to this requirement being fulfilled and all references and checks being satisfactory.

There is a genuine occupational requirement for the holder of this post to be a Christian.

APPLICATION FORM

Email completed form and CV to:
mark.harlow@stpaulsirelandwood.org

Position Applied for: Operations Manager

Name:

Address:

Phone:

Email:

If called for interview, do you require any particular arrangements? YES / NO

How did you find out about this position?

Why are you applying for this job?

How does your previous experience equip you for this role? Give evidence against the duties, responsibilities and the person specification.

Where do your strengths lead you to excelling in aspects of this role? Identify your weaknesses in this role, how might you mitigate for these?

In what areas might you seek further training and why?

What impact does your Christian faith have on your life and work?

Do you have any concerns/questions about this role?

Names of two referees – we will contact them by email.

1st Referee

Name:

Relationship:

Tel no:

Email:

2nd Referee

Name:

Relationship:

Tel no:

Email:

I certify that the facts stated are true and nothing has been omitted that would affect this application.

Signature:

Date: