

### Operations Manager Job Description

<b>Our Vision</b>	To be a church family who live for Jesus and love one another, leading to transformed lives and communities.
<b>Job Title</b>	Operations Manager
<b>Reporting To</b>	The Ordinand (Phil Trainer) (in the absence of the Ordinand, the Vicar)
<b>Purpose</b>	To serve and facilitate the vision of St Luke's Church through effective property and site management.

#### Introduction

This role builds on the previous operations role, which was for an initial fixed period of only 7 months. The role will require significant organisational, technical and general DIY skills to effectively and efficiently manage all aspects of the current facilities.

#### Responsibilities

Due to the varied nature of church ministry and mission, the list of responsibilities and tasks are not exhaustive, but **aim to provide an overview of what the role could involve**. It is anticipated that specific responsibilities will be finalised with the successful applicant. The order in which these tasks are listed does not reflect their respective importance.

We expect that the hours would be split 2.4 days facilities and property management.

#### 1. Facilities and Property Management

- Oversee the day to day running of the church buildings, including the line management of the facilities cleaning contractor, ensuring that the buildings are clean, safe, secure, well- maintained, fit for purpose and are set-up ready for any services or other events.
- Develop a program of general building maintenance and a volunteer maintenance team.
- Identify any building maintenance issues and resolve either with the volunteer maintenance team and or professionals contractors (subject to quotes and budgets) etc..
- Liaise with contractors who are working on the church buildings.
- Sitting on the Buildings Team of the PCC and implement agreed actions arising from PCC meetings.
- Managing contract renewals such as for broadband, telephone, copier, cleaning, fire systems, alarms, Car park barrier and insurance etc...– in a timely manner with a view to saving money and provide the necessary information for annual budgets.
- To support the Wardens, Incumbent and PCC so that that the church meets its statutory requirements – including Health and Safety and site risk assessments.
- To be the first port of call for any emergency building issues (including SLH, Halls, Church etc..).

## 2. General

1. To undertake from time to time other tasks, as required, in line with the needs of the St. Luke's vision to proclaim the Gospel and advance God's Kingdom.
2. To observe standards of loving welcome and Christian witness in serving the needs of the congregation and other users of the church premises.
3. To play an active role within the Core Team, attending weekly meetings (9-10.30am Thurs) and other Core Team meetings.

There is a Genuine Occupational Requirement as permitted under the Equality Act for the post holder to be a member of the Church of England or a Church that is a member of Churches Together in Britain & Ireland, or the Evangelical Alliance. It is expected that the post holder will participate in the prayer and worshipping life of the Core Staff Team, contribute to the mission of St Luke's Church and worship regularly at St Luke's for the duration of their appointment.

### Terms of Employment

**Hours:** 18hrs/week (specific days to be agreed).

**Pay:** £12,480 (FTE £26,000 for 37.5hrs)

#### Holiday

TBC days

**Pension:** 10% pension contribution is offered. Our pension scheme is the Church of England Church workers Pension Fund.

**Type:** This is a permanent contract.

## Person Specification

(E - essential, D - desirable)

<b>Experience and Specific Knowledge</b>	<ul style="list-style-type: none"><li>• Proven experience and competency in church organisation and administration or another administrative role within a multifaceted organisation. (E)</li><li>• Competent in Mac or Windows platforms. (E)</li><li>• Experience of collaborating well with volunteers. (D)</li><li>• Familiar and at ease with current church management software, cloud based and standard office software. (E)</li><li>• Good general DIY skills and knowledge. (E)</li></ul>
<b>Spiritual Requirements</b>	<ul style="list-style-type: none"><li>• Be a committed Christian and enthusiastic about the LIVE   LOVE   LEAD vision of St Luke's. (E)</li><li>• Have a personal, vibrant relationship with Jesus Christ and a love of God's Word. (E)</li><li>• Be open to God, through the Holy Spirit and be committed to growing in your faith with personal spiritual disciplines to support your journey. (E)</li></ul>
<b>Gifts and Abilities</b>	<ul style="list-style-type: none"><li>• Have a passion for growing the church and connecting people to Jesus. (E)</li><li>• Experience of meeting with contractors, advising for quotes, assessing quotes and making recommendations for approval. (E)</li><li>• An good communicator - written and verbal. (D)</li><li>• An eye for detail (able to plan, organise, coordinate, and set priorities using skills in independent judgment and decision making in order to meet deadlines). (D)</li><li>• Possess strong interpersonal skills, communicating well in a range of settings, and being able to listen effectively to others. (D)</li><li>• A natural self-starter. (E)</li></ul>
<b>Other Qualities</b>	<ul style="list-style-type: none"><li>• Be prepared to work flexibly as the needs of the job require, including some occasional evenings and Sundays. (D)</li><li>• Be a creative and imaginative problem solver. (D)</li><li>• Have an ability to relate warmly to people and the skill in helping new people feel welcome. (E)</li><li>• A warm servant-hearted person who demonstrates love for God and love for others of all ages and backgrounds within and beyond the church. (E)</li><li>• The ability to work under their own initiative whilst being accountable – responsible and responsive to supervision and direction. (D)</li><li>• A generally positive and 'can do' attitude. (E)</li></ul>