



## **PARISH OPERATIONS MANAGER**

### **CHRIST CHURCH**

Christ Church, Ware, is a thriving Christian community seeking to live out Jesus' calling in the power of the Spirit is looking for a Parish Operations Manager to join our senior management/leadership team. The ministry of the church is extensive, vibrant, diverse and is being further developed, as we see God at work in our community.

This role presents the opportunity to be involved in Christian ministry, and there is opportunity to support the Church's mission and ministry in a wide range of management activities based on the skills of the successful applicant.

See [www.christchurchware.co.uk](http://www.christchurchware.co.uk)

### **Dimensions of the role**

The Operations Manager will be line managed by the Vicar. The post holder will have various responsibilities, and need to engage and liaise with the Vicar, church leadership team, church wardens, standing committee and PCC and will be line manager to the administration and cleaning staff.

The Operations Manager will work alongside the Church treasurer and finance team.

### **Terms**

Salary: £30 -32K per annum pro-rata, Pension 8% of Salary

Hours: Working hours are part time (25 hours) Monday to Friday, some Sundays and Evenings required, for which time off in lieu will be given. Specific work patterns will be agreed with the successful candidate

Annual Leave: For a full time, role the annual leave would be 25 days, plus bank holidays. This will be pro-rata according to final contractual hours agreed

### **About the role**

To enable the spiritual ministry of the church to flourish by managing administrative functions, the church premises and personnel aspects of the church operations. Principally this will be done by leading and directing various staff and volunteer teams with accountability for the outcomes.

## **Key Responsibilities**

The Operations Manager role will be framed to match the specific skill set of the successful applicant. The role however will include a significant number of the following areas:

- 1. Lead and manage the day-to-day operations of the Church, including premises, facilities, and overseeing one-off and routine maintenance.**
- 2. Lead and manage the administrative aspects of the church's operations. Specifically managing the office administration team and working alongside the church finance team**
- 3. Oversee the day-to-day financial management of the church, working alongside the Treasurer and Chair of Finance Committee.**
- 4. To line manage the Events, Networking and Volunteer coordinator, Parish Administrator, Vicars' PA and Cleaner.**
- 5. Maintaining church policies and procedures as and when required**
- 6. Providing regular and routine updates as requested on the status of church projects and administration tasks**
- 7. Overseeing and managing one off church events in conjunction with the events coordinator**
- 8. Assisting with the maintenance of the Church diary and assisting with the planning of church services, in particular the annual and seasonal events**

## **About You**

To flourish in this role you will need:

- The ability to handle sensitive issues with discretion.
- Ability to work under your own initiative and to meet deadlines without supervision.
- Good communication skills both face to face and on the telephone.
- Good people manager with a proven record of leading teams.
- Able to delegate, whilst ensuring that projects are delivered on time
- Ability to multitask and prioritise, with the flexibility to adjust to fluctuating workloads and deadlines.
- High Level of digital literacy
- Financial skills.
- Project management skills.

## **It would be desirable to have**

- Well-developed administrative, time management and organisational skills.
- Ability to work in a small team.

- Able to relate well to people of all ages and different backgrounds.
- Ability to lead team prayers as required
- A good knowledge of scripture
- Patience and good sense of humour.
- Discretion in handling confidential matters

**There is a genuine occupational requirement for the successful applicant to be a committed Christian, willing to respect the views of the church leaders they work under and actively embrace and live by the values and ethos of Christ Church.**

#### **Other Requirements**

- 2 Referees
- Enhanced DBS required

#### **Further information**

Further information is available from Rev John Hookway [vicar@christchurchware.co.uk](mailto:vicar@christchurchware.co.uk) alternatively the church wardens; Bob Barker or Lucy Davies via the church office, [office@christchurchware.co.uk](mailto:office@christchurchware.co.uk) .

Also see the Indicative Roles & Responsibilities for more detail.

#### **How to Apply**

Please send a completed application form (available on the church website) to Rev John Hookway [vicar@christchurchware.co.uk](mailto:vicar@christchurchware.co.uk)

#### **Closing Date**

10.00am, 28<sup>th</sup> September 2022