



## **OPERATIONS MANAGER**

### **CHRIST CHURCH**

Christ Church, Ware, is a thriving Christian community, is looking for an 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 emerge from the COVID pandemic.

This role presents the opportunity to be involved in full time 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 to engage and liaise with the church wardens, standing committee and PCC and will be line manager to the administration and cleaning staff.

### **Terms**

Salary: £30K - £35K per annum (based on experience), pension 8% of salary (employer's contribution)

Hours: Working hours are full time (37.5 hours) Monday to Friday, some Sundays and Evenings required, for which time off in lieu will be given

Annual Leave: 25 days, plus bank holidays

### **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. Strategy and Development/ Governance working with and supporting the Vicar to provide strategic direction to operations.**

2. **Maintenance, development and communication of Church Policies and Procedures, including safeguarding, health and safety, finance, charity commission requirements and data protection.**
3. **'Project Management' of the programmes, events and activities of the church**
4. **Office manager of the church office, to include HR, IT and staff leadership aspects.**
5. **Responsibility for practical maintenance and facilities management of various church buildings and controlled properties.**

### **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.**

Christ Church is committed to safeguarding and promoting the welfare of children, young people and adults who may be vulnerable. The PCC expects all employees and volunteers to share this commitment.

### **Other Requirements**

- 2 Referees
- Enhanced DBS required

### **Further information**

Further information is available from Martin Dudley [manager@christchurchware.co.uk](mailto:manager@christchurchware.co.uk)  
Alternatively the wardens or vicar [vicar@christchurchware.co.uk](mailto:vicar@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 [jobs@christchurchware.co.uk](mailto:jobs@christchurchware.co.uk)

### **Closing Date**

10.00am, 4<sup>th</sup> April 2022