Christ Church Parish Operations Manager

Indicative roles & responsibilities

This document is an appendix to the job description. The purpose of this document is to provide a more detailed, indicative description of the areas of work where the Christ Church Parish Operations Manager will or could be expected to contribute. Other specific tasks, not mentioned in this appendix or the job description, may be requested of the Operations Manager by the Church Wardens or Vicar.

1. **Governance / Strategy and Development**
   - Support the Vicar, Warden and PCC with practical resources necessary to ensure that the church achieves its vision
   - To ensure the integrity of the vision and values of Christ Church in all areas of accountability and responsibility are upheld.
   - To coordinate and plan Christ Church yearly diary in discussion with Vicar, senior staff, and wider ministry leaders.
   - To collect feedback on the activities of the church and pass this on to the Vicar/leadership team.
   - To be a practical enabler of new activities or groups.

2. **Church Policies and Procedures**
   - To own and manage the maintenance and development of various church policies and procedures, and to ensure that these are accessible as necessary.
   - Ensure church policies and procedures are fully compliant and enforced, these include Health and Safety, Fire Safety, Food Hygiene, Safeguarding, GDPR and Church of England requirements.
   - Ensure leadership and trustees are fully informed to discharge their legal duty in areas such as Safeguarding, employment and Health and Safety matters.
   - To manage the various records and registers, including the asset inventory, the terrier and the maintenance log.

3. **Organising Church Programmes and Events**
   - To support all leaders of various activities and events with the provision of resources and operational advice and guidance.
   - To ensure that volunteers and staff feel appreciated and are recognised and valued as appropriate.
   - To undertake warden duties, also verger responsibilities as "verger of last resort"
   - To manage the logistical/practical side of services and events, ensuring that there is full communication with spiritual teaching/leaders and participants.
   - To define processes, structures and standards of delivery for each area of church activity.
   - Plan and oversee Sunday rotas and teams.

4. **Managing the Church Office**
- To manage the Parish Administrator, PA to the vicar and cleaning staff in respect of their activities, performance and wellbeing.
- To ensure that personnel are aware of their responsibilities and accountabilities by ensuring job descriptions are current and relevant.
- To facilitate succession planning for key voluntary roles.
- Responsible for the IT strategy of the church, including equipment, software procurement, website and database tools and associated processes
- Manage and develop admin processes.

5. **Buildings and Facilities**
- To take executive responsibility for all day to day practical matters within the Church excluding spiritual matters.
- To ensure that the Church is efficient and ethical in all areas of procurement.
- Manage the church properties on a day to day basis
- In partnership with the Wardens, to maintain and develop the buildings and other facilities of the church.
- To manage any special projects associated with the church or property owned by the church.
- Oversee service contracts, insurance policies, building work repairs, utilities, church room hire, manage use of car park, oversee faculty applications

6. **Financial Management and Fundraising**
- Oversee day to day financial management of the church
- Help create yearly operational and ministry budgets working alongside the Treasurer and Finance Committee,
- Fundraising to attain grants working with a fundraising team.
- To undertake the day to day management of the 'Vicar and Churchwardens fund of Christ Church, Ware, as trustees of Christ Church school house on behalf of the St Albans diocesan board of finance'.

7. **Communications and Networking**
- Oversee the work of the Networking, Events and Volunteer Coordinator in the area of networking and communications