

Role Description

ROLE:	Operations Manager
ACCOUNTABLE TO:	Priest in Charge
PURPOSE OF ROLE	<i>To manage, oversee and drive forward all the operational elements of St Peter's so that every resource (time, money, gifts and equipment) is used as effectively as possible to fulfil the church's vision of loving God, being family & bringing hope in Battersea & Beyond.</i>
RESPONSIBILITIES:	<ol style="list-style-type: none">Human Resources<ul style="list-style-type: none">Lead all HR processes to ensure that every church employee is nurtured and supportedManage staff recruitment, new staff enrolments, staff contracts and handbooks, staff away days and training, appraisals, annual leave and sick leave processes.Ensure pastoral staff are effectively liaising with Parish Safety Officers (PSOs) for safeguarding and risk assessments.Church Finances<ul style="list-style-type: none">To manage all the church financial operations, including givingProduce and develop quarterly reporting against yearly budgetSupport Administrator with monthly bookkeepingRenew and renegotiate key financial contracts with outsourced suppliers.Church leadership & clergy support<ul style="list-style-type: none">Support Priest in Charge in preparing for regular church meetings, including PCC, PCC Exec, CG Leaders, Clusters etc.Support with developing preaching rotaGeneral ad hoc support for Priest in Charge where required.Church administration<ul style="list-style-type: none">To manage the overall administration of the church, including line managing the Administrator and chairing weekly team meetingSupport & drive yearly and termly team planningOversee processes to ensure they are efficient and accessible, and that connections from the community are effectively followed-up with.Communication

- Oversee communications from church ensuring cohesive branding and content
 - Produce church communications materials
 - Maintain and update church website with support from the Administrator
 - Manage weekly e-newsletter (The Scoop).
6. **Church Buildings & hire**
- Line manage the Facilities Coordinator
 - Oversee hiring out of buildings, including developing policies
 - To ensure buildings (Church, Centre, Flats) and facilities are suitable for the church's ministry requirements.
 - Working with tenants to ensure positive working relationship
7. **IT & other equipment**
- Oversee church IT system, particularly developing system in liaison with church's IT service management company
 - Oversee care of all church equipment including phones, AV equipment, kitchen facilities etc.
8. **Event management**
- Work with appropriate members of the staff team to deliver key events in the life of the Church, including 'God Loves Battersea', Alpha and the Church Weekend Away.

SKILLS & EXPERIENCE:

- High level of attention to detail
- Strategic and process-driven thinker
- Strong project management skills
- Excellent IT management knowledge and administration skills (desirable)
- Skilled communicator across all media channels
- High level of computer literacy in Microsoft office, databases and financial packages
- Experienced manager and financially capable
- Able to manage own time and proactively prioritise competing tasks in a timely fashion
- A passion to fulfill St Peter's vision in Battersea & Beyond

ADDITIONAL

REQUIREMENTS:

- To be a committed member of the St Peter's congregation
- Able to work flexibly where necessary (e.g. for evening meetings). Appropriate 'time off in lieu' will always be provided
- A CRB check will be required

START DATE:

as soon as available

WORKING HOURS:

9.30 - 5.30pm Monday to Friday

HOLIDAY ENTITLEMENT:

6 weeks per annum

SALARY:

£31,000-£32,000 paid monthly in arrears on the 28th.

ADDITIONAL BENEFITS:

- Up to 3% matched contribution to pension scheme
- Flexible working hours (where appropriate)
- Significant investment in employees' personal development (both professionally & spiritually) throughout the year

APPLICATION DEADLINE:

Sunday 28 April

DATES FOR INTERVIEWS:

- First stage of application process - phone interviews on Tuesday 30 April
- Second stage of application process - in person interviews on Thursday 2 May