

# Toxteth Tabernacle Operational Manager

## Job Description and Person Specification

12 months Fixed Term contract,

**Hours:** 17.5 hours/week (based on full time week of 35 hours)

**Salary:** £23K-£25K pro rata, depending on experience

### **Purpose:**

To oversee and ensure the smooth running of Toxteth Tabernacle Baptist Church, including building management; ensuring key policies and procedures are in place; overseeing administration and co-ordinating a team of volunteers.

This is a new role that is being trialed, to work alongside existing committed volunteers, and we anticipate that the postholder and church leaders will need to work together to develop the role throughout the contract period.

**Reporting to:** Toxteth Tabernacle Church leaders

### **Key Responsibilities:**

#### Building Management

- Oversee all aspects of Health & Safety and fire safety
- Oversee all building and appliance repairs and updates
- Oversee all building works
- Oversee kitchen hygiene
- Oversee all insurance issues
- Oversee key service contracts eg. Electricity, WiFi etc.
- Develop and maintain an assets register
- Manage all facilities
- Manage cleaners

#### Administration & HR

- Co-ordinate the church diary
- Oversee the coordination of church communications including notices and information to members
- Ensure the co-ordination of rotas for Sunday services
- Oversee safer recruitment of volunteers, processing of DBS forms
- Oversee IT and Technology for staff members and to allow appropriate access to leaders and volunteers
- Develop and maintain a centralised document storage system
- Oversee church room hire
- Oversee church storage.

#### Policies and Procedures

- Ensure clear policies and procedures are in place including but not limited to: Health and Safety, Data protection, Safeguarding, Emergency Evacuation, Contractors on site,

### Co-ordinating Volunteers

- Recruit, train and co-ordinate existing team of administration and building volunteers, providing training as needed.

## Person Specification: Toxteth Tabernacle Operational Manager

Essential	Desirable	How will this be assessed?
<b>QUALIFICATIONS AND KNOWLEDGE</b>		
Understanding of health and Safety requirements around management of building		
Understanding of GDPR requirements		
Understanding of Safeguarding		
	Health and Safety Qualifications	
<b>EXPERIENCE</b>		
Experience of leading small teams or groups of people		
Experience of writing, implementing and communicating policies and procedures		
Experience of managing volunteers		
Experience of planning strategically for short, medium and long term		
	Experience of managing health and safety of building	
	Experience managing budgets	
	Experience in administration	
	Experience of managing change	
<b>SKILLS</b>		
Strong written and verbal communication skills		
Problem solving skills		
Ability to work on own initiative and as part of a team		
Ability to complete tasks on time		
Ability to manage multiple demands		
Management, organisational and negotiating skills		
Able to recruit, lead and encourage volunteers and teams		
<b>GENUINE OCCUPATIONAL REQUIREMENT</b>		
It is a genuine Occupational Requirement that the employee in this role is a committed Christian		
<b>OTHER</b>		
<ul style="list-style-type: none"> <li>- This post is subject to enhanced DBS disclosure</li> <li>- The post will require a willingness to work occasional evenings and weekends, with prior notice to attend some leaders' and church meetings</li> </ul>		