

ST SWITHIN'S CHURCH, WALCOT, BATH

OPERATIONS MANAGER: JOB DESCRIPTION & PERSON SPECIFICATION

LOCATIONS	St Swithin's Church, the Paragon, Bath BA1 5LY.
HOURS	Full or Part-time, up to 37hrs per week (split between Sunday and mid-week, including ad-hoc evenings and weekends)
DURATION	Permanent
SALARY	£22,000 – £27, 000 per year depending on experience
HOLIDAY	25 days + bank holidays
EMPLOYER	Walcot Parochial Church Council
REPORTING TO	Rector

CHURCH VISION & CONTEXT:

St Swithin's is a welcoming Anglican church in the evangelical and charismatic tradition in the city of Bath. We are a diverse community, united in our love for God and others, who seek to combine the best of the "Word and Spirit" tradition in our worship and witness to our faith in Jesus Christ. We welcome people of all ages and backgrounds to join with us in all that God is calling us to be and do. The vision of the church is 'to display God's Splendour'

PURPOSE OF THE ROLE:

This is an exciting opportunity at a time of change for the church.

- Help to develop St Swithin's vision 'to display God's Splendour' and promote and implement it to church members, staff, volunteers and the local community
- Provide leadership and management to ensure the smooth running of the church office, buildings, events and church activities.
- Facilitate the growth of the ministries of the church and develop our position in the city in running local events to contribute to the running of the church's mission.
- Facilitate the smooth running of the staff team and church teams generally, through good administration and building teams of volunteers

We are looking for an Operations Manager to lead the day to day running of the church and the development of the church's vision. You will need a heart for good administration and a desire to see the church fulfil God's

purposes in this generation. We are looking for a person who loves Jesus and St Swithin's, with a heart to build teams and see God's people thrive.

RELATIONAL CONTEXT:

Responsible to: Rector, PCC

Responsible for: Secretarial, facilities and volunteer teams

Relating to: Clergy, staff team, congregation and church members.

PRINCIPAL TASKS/RESPONSIBILITIES:

Office Management

- Provide clear direction to the office and ensure it's smooth running; including administrative support to clergy and staff team, provision of supplies, church and parish records and files, enquiries and correspondence, staff and church diaries, office equipment, management of IT Hardware and Software and any other relevant office activities

Personnel Management and Volunteers

- Help to build teams across the church by encouraging, identifying gifts and skills and helping to find the right people in the right place.
- Work with the staff team to support, develop, motivate and co-ordinate the activities of the volunteer teams across all areas of ministry and put in place appropriate training where necessary, particularly with the leaders.
- To play your part in leading, managing and inspiring staff and church members to thrive as disciples of Christ

Hospitality and Events

- Develop a plan for the use of the building from external agencies that will make a contribution to the church's mission
- Build healthy relationships with contractors and partners for the use of the church building, including promotion, bookings, recruitment, training and support for the volunteer team. This includes Health and Safety and Statutory requirements
- Develop relationships with churches, local authority, community groups and businesses within the local area
- Develop and support the programme of church events and activities

Buildings

- Oversee the maintenance and upkeep of the church buildings and grounds. This includes repairs, cleaning, security, utilities, health and safety compliance. Keep the policies, procedures operation manuals and handbooks up to date.
- Oversee the letting of Church House in collaboration with the Trustees

Communication

- Co-ordinate communication for the church across the different mediums, including the church website and help develop this across all generations

Finance

- Manage key operational budgets alongside the church treasurer and other church leaders, to meet the church's financial expectations.
- Oversee the payroll and the day to day church finances

General

- Take a full and active part in the life and team of St Swithin's, including staff & leadership team meetings, retreat days, team events, prayer meetings, as well as participating in deanery and diocesan networks and training courses as required
- Play an active role in the meetings of the church, including staff, volunteer and statutory meetings as required
- Lead prayers as part of the staff team and where appropriate at the beginning of events
- To take responsibility for your own growth as a disciple of Jesus and find the right opportunities for your own professional development and to be able to work confidently in an independent way when required
- Undertake any other duties related to the role, which may from time to time be reasonably required

PERSON SPECIFICATION:

Essential	Desirable
<p>A Committed prayerful Christian with a compassionate heart</p> <p>Passionate about seeing lives transformed by Jesus Christ</p> <p>A heart to see St Swithin's thrive</p> <p>Good interpersonal skills and ability to relate pastorally to a diverse group of people</p> <p>A Confident and motivated leader, who can motivate, inspire, grow and train a team of volunteers</p> <p>A good team player with resilience and perseverance and a desire to learn and grow</p> <p>A well organised person, able to act on his/her own initiative and be 'hands on'</p> <p>To equip and release volunteers into their</p>	<p>Good Educational Qualifications</p> <p>Previous training in the field of operations/administration</p> <p>Full Driving Licence</p> <p>Competent IT user</p>

God-given gifts, whatever their age

Ability to sensitively engage with people from all walks of life

To prepare and manage a budget

Flexibility, and ability to keep calm and take decisions when under pressure

Personal reliability and integrity

Appointment subject to enhanced DBS Disclosure