Operations Manager Job Description

Role Title:	**Operations Manager**
Role Overview:	We are seeking an Operations Manager to serve as a strategic partner to the Vicar, building and implementing strategies, structures and systems to deliver the Church's vision, mission and plans; to provide operational leadership, ensuring effective execution of projects, oversight of key administrative functions and fostering a culture of collaboration across ministry teams at St. Andrew's church. As part of the senior leadership, the roleholder will provide spiritual and strategic leadership so that the Operations ministry of the church rightly serves, resources and contributes to ministry plans. St. Andrew's is a evangelical church in the Diocese of Oxford with priorities of developing leaders, growing churches and transforming communities as we see lives transformed by Jesus. With 4 congregations on a Sunday totalling c.450 people, spanning all ages – we also have a church plant on the local estate of Cutteslowe which has a significant presence in the community.
Purpose:	Working closely with the Vicar, PCC and staff, they will prayerfully: - Translate the church's vision into strategic and effective planning and delivery - Oversee the smooth and efficient running of the church and the church plant in Cutteslowe - Harness and direct resources (financial staffing and plant) to enable the mission and ministry of the church - Provide organisational leadership and oversight to ensure good governance, transparency of operations and management of risk
Location:	St Andrew's Church, Linton Road, Oxford
Responsible to:	The Vicar as line manager
Core responsibilities:	• Alongside the Vicar and under the PCC (our governing body), lead the strategic development of the church's vision and values, and develop a more efficient strategic planning process for ministries of the church. Facilitate strategic discussion through pro-active contribution at meetings of the PCC and Standing Committee. • Support and facilitate implementation of strategy and priorities in co-ordinating with organisations and individuals in the community such as local schools, neighbourhood associations, colleges, developers, and diocesan and deanery representatives. • Ensure the church has a robust, transparent financial management system in place; ensure there is appropriate management of the different aspects of this system from day to day management and oversight of accounts, banking, gift aid, monthly accounts, budgets, payroll and pensions to working with the Treasurer, to ensure a

Operations Manager Job Description

	smooth end of year process and developing strategic financial planning to ensure decision making, planning and prioritization can occur. • Ensure that employed staff have clear, legally compliant and fair HR practices and systems in place; provide vision, leadership and management to the Operations Team and ensure support and management structures are in place for other staff. • Ensure that the church and staff have IT software and hardware that facilitates the ministry of the church, and manage IT contracts to ensure this happens • Ensure that the church is a safe welcoming space for the church and community – oversight of general maintenance and cleaning, bookings and improvements to buildings and facilities at the church and other PCC owned or rented properties. • Working with the Vicar and the Communications Officer, to develop our strategy for communications, providing oversight to ensure publicity material and platforms are used effectively and appropriately. • Ensure that the church is legally compliant in all areas of operating, notably employment, health and safety, finance, and safeguarding. Accountable for relationships and returns with charity commission and the Diocese of Oxford. • Ensure the smooth and efficient running of the general administrative functions of the church.
General responsibilities	You will be: • An active worshipper and disciple of Jesus at St Andrew's Church, part of the Church of England. • A member of the senior team who leads and participates in staff prayers, weekly team meetings and monthly church prayer meetings. • A staff member who graciously participates in and contributes to regular supervision, line management and governance meetings. • A lead shaper of safeguarding culture under the vicar and parish safeguarding officer. • A willing participant in the in-house training provided by the church and keen to pursue any other appropriate personal and professional development. • Supported by a paid (budgeted 3.5FTE) and voluntary team • Willing to undertake any other duties that may be reasonably required.
Benefits	• This post is full time (37 hours). • Normal working hours will be 5 days a week including Sunday mornings (hours on a Sunday 9am – 1pm) – so typical working hours will be Mon – Thurs plus Fri and Sun morning, however, final working hours can be agreed with line manager. Where work is required on additional evenings or Saturdays, suitable time off in lieu will be agreed for the working weeks affected. • £40,000 - £46,000 (dependent on qualifications and experience). • The church will contribute 10% of gross salary into a pension. • Annual leave - 25 days per annum plus 8 statutory bank holidays (or time in lieu). • This post will be a permanent contract, the first 6 months of which forms a probationary period, after which 3 months' notice is required on either side.

Operations Manager Job Description

Personal Specification

	Essential	Desirable	Evidenced by
Knowledge & Experience:	Experience in strategic leadership and financial management with the complexity of running a not-for-profit organisation with c.£1m income. Management experience of a small (budgeted 3.5 FTE) team. Experience in managing and leading change in a small – medium sized organisation.	Knowledge and experience of working within charitable sector.	Application form and interview
Qualifications:	Educated to degree level or qualification in a relevant area (eg. Accountancy, Company Secretariat) or qualified by experience	MBA Theological/bible college training	Application forms
Technical Proficiency:	IT literate with sufficient understanding of IT infrastructure and software to ensure work is done efficiently, especially with Church Management Systems. Good understanding of HR issues – knowledge of HR legislation and some experience of dealing with more complex HR issues. Good organisational and administrative skills – with skills to run multiple projects simultaneously, and to manage and motivate a volunteer team as necessary for the smooth running of the church.	Significant experience of Financial Management, Budgeting and Planning Advanced IT/AI skills – including data, security and GDPR Experience of organisational risk management Experience of managing the maintenance of buildings including tendering and small project management. Contract and commercial experience in managing and shaping delivery of third-party contracts.	Application form and interview

Operations Manager Job Description

Operations Skills:	Excellent communication skills, being able to relate well to a diverse group of people, a careful listener and persuasive speaker. Ability to think strategically and practically about the provision of Operations support to ministries in the church. Understanding of appropriate boundaries and safeguarding in church ministry.		Application form and interview
Personal Attributes / Character:	A Christian with a firm faith, able to recommend Christ from personal experience of His grace (there is a genuine occupational requirement for the postholder to hold a Christian faith). You will be committed to growing in your faith and will be able to organise your time to include space for both personal prayer and corporate worship. A "people person" able to connect with staff, volunteers, external contractors and network with local churches and organisations. Proactive, resourceful and with a sense of fun; flexible, happy to undertake routine work where necessary, and reliable in all that you do. You will be willing to be a committed member of St Andrew's and play a full part in church life.		Application form and interview