



St Mark's Church, Holbrook

Knowing Christ and making Him known

NEW OPPORTUNITY – OPERATIONS MANAGER

Overview

Working closely with the Vicar and Associate Vicar, the Operations Manager will manage the administrative activities which facilitate the smooth running of our regular and one-off church events. The Operations Manager will have oversight of the church office, and will be the line manager for (currently) two part-time administrators and five part-time cleaners (whose work is overseen and coordinated by the cleaning supervisor). The Operations Manager will also oversee and coordinate general maintenance and repair of our church and church hall, and management of our church grounds.

There is a Genuine Occupational Requirement under the Equality Act 2010 that the postholder is a practising Christian, because this is a strategic church leadership position. A satisfactory DBS check will be required, once a conditional offer of employment is made to the successful candidate.

Personal characteristics required

- Expected to be (or become) an active member of St Mark's church beyond the scope of the role, with a living, personal Christian faith.
- Extremely well-organised, and a reliable self-starter.
- Able to flourish in a small team environment.
- Able to motivate and engage with volunteers from a wide range of ages and backgrounds.
- High levels of emotional intelligence; prepared to be honest and open; completely trustworthy in handling sensitive and confidential information.
- A positive 'can do' attitude. Prepared to 'go the extra mile' and able to appreciate the values and ethos of a Christian charitable organisation, primarily engaged with volunteers.
- Able to work happily and securely within the structures and following the practices of the Church of England, and under direct instruction from the clergy team at St Mark's.

Relevant skills/attributes required

- Excellent administrative competence in a range of tasks, with a proven drive for efficiency.
- Extremely good time management: able to prioritise different tasks and work productively to meet deadlines.
- Outstanding communication skills, especially in terms of accuracy, both written and verbal.
- Highly competent in Microsoft Office – (Word, Excel, PowerPoint & Outlook).
- Experience with design software (e.g. Canva) would be an advantage.
- Experience in managing and using social media accounts and a website would be an advantage.
- Clear willingness to acquire a good knowledge of St Mark's Church, its people and its ministries.

Previous work experience

- Experience in the implementation of day-to-day programmes and processes in a church, charitable organisation or corporate organisation is essential.
- Experience in project and/or event management is essential.
- Experience in managing buildings and arranging maintenance tasks is highly desirable.
- Financial knowledge and commercial awareness would be an advantage.

Main duties and responsibilities include but may not be restricted to the following:

- Provide visible, effective leadership of church administration.
- Have overall responsibility for the facilities management of our buildings, including managing contractors for routine maintenance and emergency repairs.
- Oversee management of large events such as the Fun Day.
- Manage the church website and social media accounts; oversee design work for events and general church notices, ensure that all communication follows the communications policy.
- Coordinate the regular organisation and logistics of church ministries.
- Oversee reconfiguration of the main worship space, which happens several times each week.
- Manage the existing suite of church risk assessments, and in liaison with activity leaders manage the creation of new risk assessments when required.
- Attend all meetings that relate to the role.

Working arrangements

- Working hours: 30 hours per week, allowing for a degree of flexibility in the weekly/monthly working pattern. Some weekend and evening work may be required on occasions.
- Holiday: 28 days pro rata plus 8 bank holidays pro rata.
- Salary: £33,000 to £37,000 per annum pro rata.
- Reporting: the Operations Manager will be employed by Holbrook Parochial Church Council and will report directly to the Vicar and work closely with the Churchwardens.
- Office location: St Mark's Church, St Mark's Lane, Horsham, RH12 5PU.

Equal Opportunities

St Mark's Church (Holbrook PCC) is an equal opportunities employer and will seek to ensure that every applicant for a job, and every employee, shall be given equal opportunity whatever his or her personal status, except in a matter of:

- religious belief, in any case where the Christian base of the work is declared and is seen clearly to require membership of or links with the Church, or sympathy with the aims of the Church; and
- offending background, in any case where the criminal record history relates to the requirements of the advertised post.