



Operations Manager

Job Description



Job Description - Operations Manager

About the Church

St Mark's is a charismatic evangelical church in North London and our membership reflects the diverse, vibrant, multi-cultural area that God has placed us in. We are one of three newly created parishes within a Group Ministry, excited by all God has in store.

We have an exciting opportunity for an individual to participate in advancing God's kingdom by overseeing our operations and administration. Could God be calling you to join us?

About the Role

We are seeking an Operations Manager to oversee the operational and administrative function of the church, to work closely with the incumbent, staff and key volunteers.

This pivotal permanent role would ideally suit someone who is an organised, people person who is self-motivated and pro-active, is skilled using MS Office and using CRM or database software. The ability to manage social media and our website would also be desirable.

In light of the Covid-19 crisis, our church has had to adjust and be flexible to the challenges and opportunities presented. Since the start of the pandemic we have moved to online, face to face, and hybrid meetings and services. While the situation has created uncertainty, the potential to reimagine church life and transform Tollington has never been more available, and we look forward to hearing your ideas.

Responsibilities (in no particular order):

- Operational and Administrative lead for St Mark's Church
- Working alongside the Vicar and worship team to develop and improve management of church services.
- To be one of the key public faces of the church, meeting and greeting, answering phone calls and emails.
- Managing the booking and use of the premises for internal and external users
- Playing a lead role in organising larger church events, but primarily the annual Soul-in-the-City event and Falcon youth camp
- Working with the Vicar and PCC to provide support with any minor maintenance requests, liaising with contractors, maintain a keyholder register, ensure that supplies are maintained and equipment is properly looked after.
- Working with the Vicar and Wardens to ensure good Human Resources Management and documentation.
- Update all the church policies and procedures, drawing on volunteer expertise where required.
- Working with the Vicar, PCC and Parish Safeguarding Officer to ensure Safeguarding policies and practices are in line with diocesan regulations and are up-to date
- Work with the Treasurer to ensure finances are managed accurately and in a timely manner
- Processing invoices and expenses including on accounting software (Liberty)
- Drafting communications, publicity, leaflets, articles for the website and social media. Ensuring that these are signed off and published in a timely manner.
- Developing our social media presence mainly on Facebook and potentially Instagram
- To oversee ChurchSuite Database management and development, further utilising ChurchSuite's other functionality and ensuring Data Regulations are well-applied.
- Take minutes for all the key meetings such as the Parish Church Council (PCC) and Standing Committee.
- Assist in grant applications.
- Procurement of consumables, service requisites and sundry items.

Person Specification

The person appointed will:

- Have a strong Christian faith
- Previous experience in business operations and project management is desirable
- Be a well-organised and effective planner in managing multiple tasks and deadlines
- Have excellent time management skills with proven ability to prioritise work load
- Have excellent interpersonal and communication skills – both written and oral
- Have experience coordinating volunteers
- Have demonstrated ability to manage finances well
- Be able to juggle a broad range of responsibilities
- Have good computer skills in word processing, databases and projection software
- Be proactive and self-motivated
- Be a team player who shares the values of our team seeking to build, encourage and support one another, working for and with one another to equip the church for ministry and to inspire people to know Jesus
- Be flexible, adaptable and willing to learn
- Be committed to the vision and aims of St Mark's

Contract

Permanent Employee, Full-time or Part-time subject to suitability. Probationary period of 4 months.

Staff responsibilities

You report to Rev Trevor Golding (Vicar).

Normal Place of Work

St Mark's Church Office

Hours of work

37.5 hours per week, including Sunday mornings and some evenings.

Salary

£21,000 - £28,000 depending on experience.

Accommodation

Potential to let at below market rate, one of the rooms in one of the church flats

Holidays

22 days paid holiday, plus bank holidays pro rata plus your birthday. Note that this should include not more than 6 Sundays in any calendar year.

Occupational Requirement

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1 of the Equality Act 2010, for the holder of this post to be a practising Christian, in sympathy with the mission and vision of St Mark's Church.

Safeguarding

This role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, statutory legislation and guidance. Candidates will be required to submit a self-disclosure check at interview.

Start Date

September 2021 (For the right candidate we would consider an alternative start date).

To Apply for the Post

Please complete the application form (including details of referees to introduce yourself and tell us why you'd be great for the role. Send completed application forms to: revtrev@stmarksn4.com.

Deadline for applications:

- Monday 16th August 2021, 12.00 noon
- Interviews early September 2021

For any further information about the role please contact Fazana Ratta at operations@stmarksn4.com; she can answer any questions and also arrange a time to talk on the phone.