



JOB DESCRIPTION

JOB TITLE:	Operations Manager
Period of Employment:	Full time. Permanent
BASED AT:	Bridge Community Church, Leeds
SALARY:	Up to £32-35K pa dependant on qualifications and experience
REPORTING TO:	Senior Minister

MAIN PURPOSE OF THE ROLE

- To manage all areas of the church's support services ensuring they operate effectively and fully support all the ministries of the church.
- To ensure that the resources of the charity, its' staffing, finances, physical assets, data and information are maximised in delivering the objects of the charity and the vision of the church.
- To ensure that the charity is compliant with all legislation and reporting requirements to external regulatory bodies. (Charity Commission, HSE, HMRC, Companies House, etc.).

KEY RESPONSIBILITIES

1. **Responsible for managing all the church's support services, the broad scope and key activities of which, are briefly listed below. These services are provided not only to the main charity, but also to its trading company subsidiaries.**
 - **Finance:** Compilation of the annual budget, monitoring and control of expenditure and income, production of reports for staff and Board, accounting for Gift Aid, procurement of goods and services, adherence to Charities SORP, closure of year end accounts and filing externally audited accounts with Companies House.
 - **Human Resources:** Liaison with the church's outsourced HR provider and payroll bureau in ensuring compliance with employment legislation etc. Provision and regular review of staffing policies and procedures. Ensuring there are robust and supportive procedures in place relating to the recruitment, induction, probation, appraisal, training and development of staff.
 - **Facilities Management:** Maintaining the buildings, their contents and environs in good condition with an asset replacement plan. Ensuring the premises are both clean and safe to use, risk assessed and compliant with Health and Safety and safeguarding requirements etc. Arranging service and maintenance contracts. Liaising with external parties relating to site development. Ensuring that the premises are protected by appropriate security arrangements 24/7.

- **Information Technology, PA and Audio-Visual:** Provision of appropriate hardware and software with a regularly updated replacement/development programme. Ensuring both church and conferencing events are supported by quality technical support. Supporting the provision of weekly livestream on line services.
 - **General Administration:** Provision of Reception and front office services. Provision of appropriate systems and procedures (including ChurchSuite) to enable the church to communicate efficiently with its members and manage the logistics of church timetables and rotas. Providing general administrative support to enable ministry staff to work effectively.
 - **Income generation:** Developing and sustaining sources of income from external users of the church's facilities, such as conferencing, training and car parking, to financially support the charity's core activities/ministries. Managing the competing use of the premises between church, community use and income generation.
2. **Responsible for the line management and supervision of staff overseeing the areas mentioned above ensuring best practice, including probation, appraisals, training and development, deployment and pastoral support.**
 3. **To be Company Secretary for the Charity, ensuring compliance with all statutory, regulatory and reporting requirements, ensuring that deadlines are met and all returns are filed with Companies House and the Charity Commission.**
 4. **To work collaboratively and strategically across all of the activities of the church/charity in helping to develop the vision and strategic direction of the organisation. This will include being a member of the senior leadership team, a key support to the Board of Trustees, and ensuring the support services effectively assist all ministry staff.**
 5. **Responsible for liaising with volunteers, supporting the rotas in place, in order to facilitate the smooth running of Sunday mornings and any other major events organised by the church. This will include identifying the volunteer leads on duty for car park, ushers, PA and AV, caretakers, first aiders, etc. Also liaising with the conferencing team to ensure there is coordination with the overall activities and events in the church throughout each week.**

PERSON SPECIFICATION

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> A comprehensive understanding and experience of church life and how a large church operates 	✓	
<ul style="list-style-type: none"> Pastoral or Ministerial experience 		✓
<ul style="list-style-type: none"> A good standard of education to degree level standard or equivalent experience. 	✓	
Experience		
<ul style="list-style-type: none"> Experience of premises management and understanding of Health and Safety legislation 	✓	
<ul style="list-style-type: none"> Experience in managing the Human Resources function in an organisation 		✓
<ul style="list-style-type: none"> Experience in supervision and management of staff 	✓	
<ul style="list-style-type: none"> Experience in successfully managing one –off schemes and projects 	✓	
<ul style="list-style-type: none"> Experience in managing accounts and budgets etc. 		✓
<ul style="list-style-type: none"> Experience in procurement of goods and services 	✓	
Skills		
<ul style="list-style-type: none"> Excellent written and verbal communication skills 	✓	
<ul style="list-style-type: none"> Extensive interpersonal skills with the ability to influence and persuade others 	✓	
<ul style="list-style-type: none"> Works proactively both independently and as part of a team 	✓	
<ul style="list-style-type: none"> Able to manage a busy workload, determining priorities, managing conflicting demands and meeting deadlines 	✓	
<ul style="list-style-type: none"> Skilled in desktop computer applications, including finance software packages, word processing, design layout programmes, database, email, and Internet browsing 	✓	
<ul style="list-style-type: none"> Logical, systematic and organized in approach to work, but creative in ensuring that tasks, projects etc. are completed effectively and efficiently 	✓	
<ul style="list-style-type: none"> Experience with using and setting up technical equipment for IT, PA and AV purposes 		✓
Personal Qualities		
<ul style="list-style-type: none"> Self-motivated and able to work on own initiative – a self- starter 	✓	
<ul style="list-style-type: none"> An enthusiastic, energetic and positive approach 	✓	
<ul style="list-style-type: none"> Leads by example 	✓	
<ul style="list-style-type: none"> Maintains the highest levels of personal integrity 	✓	

• Maintains discretion and confidentiality	✓	
• Committed to professional and personal development	✓	
• Excellent ambassador and champion in representing the church	✓	
• Committed to the mission, ethos and values of the church	✓	
Other		
• Driving License/Access to a vehicle is required as the role will require some travel on occasions	✓	
• Willing to become a member of Bridge Community Church and attend on Sundays, with the flexibility to work some Sundays each month.	✓	