

Newbury Baptist Church (NBC)

Operations Manager - Job Description

Position:	Operations Manager
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Purpose of Role:	<p>The Operations Manager is a key management role at NBC, responsible, together with Trustees, for managing all aspects of governance and the operational running of the church.</p> <p>The Operations Manager will work closely with staff, volunteers and the church leadership to ensure that systems to support the growth of the church are efficient, innovative, and sustainable.</p>
Accountable to:	Line Manager (the Minister) and the Trustees
Employer:	Newbury Baptist Church, Registered Charity 1192404 (operating as a CIO)
Supervisory:	Buildings and Facilities Manager (when recruited)

Responsibility	
Works with:	<ul style="list-style-type: none"> • Minister; • Trustees; • Ministry Leaders
Main Area of Responsibility:	The operational running and administrative governance of the church. As with all operational management roles, we expect that this role will change and develop as the church grows in its mission and according to the individual skills and experience of the successful candidate.

Key Responsibilities	
Strategy and Development	<ul style="list-style-type: none"> • Working with the Minister and Trustees, to develop operational strategies that support the growth of the church. • Working with the ministry team and other key staff, implement logistical systems that ensure the smooth running of services, events and church family activities. • Ensure communications systems are of a high quality, efficient, fit for purpose and legally compliant.
Operations	<ul style="list-style-type: none"> • Ensure appropriate governance and operational policies and procedures are in place and maintained (especially for Health & Safety, DBS, GDPR). Ensure they are communicated as needed across the church, together with the administration and recording of required training and clearances.

	<ul style="list-style-type: none"> • Ensure risk assessments are undertaken and documented, that any necessary action is taken and records held. • Liaise with the Buildings and Facilities Manager regarding the hiring of NBC premises, supplier and maintenance contracts.
	<ul style="list-style-type: none"> • Monitor, update and refresh our website • Work continuously to adapt and improve processes and procedures to enable the smooth administration and functioning of the church in a changing environment. • Support church groups in their operational needs and be a first point of contact for resolving operational issues. • Working with Ministry leaders, ensure the organisation of resources and equipment for all church events and services. This includes Sunday and other services, meetings, courses, Youth and Children and other developing ministries.
Property	<ul style="list-style-type: none"> • Until the appointment of the Buildings and Facilities Manager, liaise with appropriate Trustee regarding the upkeep of all church buildings
Special / other requirements for this post	<ul style="list-style-type: none"> • Work flexibly within the scope of the post to support ministry leaders • Show resilience and the ability to deal with challenging situations. • Attend weekly prayers and team meeting and other meetings as required (including occasional meetings in evenings). • There is a Genuine Occupational Requirement for the post-holder to be a practicing Christian. • These roles and responsibilities are not exhaustive. The post-holder may be required to carry out other duties as required.

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Personal Specification		
Attributes	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • A committed Christian with an active faith in God and a desire to see the local church thrive. Given the nature and context of the work this is an occupational requirement in order to fulfil the main purpose of the post. This post is therefore exempt under Schedule 9 of the Equality Act 2010. • A well organised manager who can take initiative and work effectively with others. • Commitment to accountability and teamwork. 	

	<ul style="list-style-type: none"> • An ability to confidently challenge tradition and rigorously apply policy and statutory regulations in a graceful manner. • Self-motivated with an ability to work under pressure and to manage use of time. • Enthusiastic, attentive, empathetic and wise • Flexible and innovative, adapting to change. • Satisfactory DBS Check at an enhanced level 	
Education and Training	<ul style="list-style-type: none"> • Good standard of written English and Maths skills (GCSE or equivalent). 	<ul style="list-style-type: none"> • Relevant admin or IT qualifications.
Experience	<ul style="list-style-type: none"> • Experience of working within teams and managing people and resources. • Proven experience of clear communication. • Proven ability to solve problems. • Experience of developing and implementing organisational systems. 	<ul style="list-style-type: none"> • Previous exp working within a church setting. • Proven exp of planning and delivering projects.
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent IT data management skills and an ability to learn and use social media and basic management apps including (e.g. Church Management Software) • Strong verbal and written communication skills. • A relational individual with the ability to build good connections within the church. • Organised with a high attention to detail. 	<ul style="list-style-type: none"> • Hubb.Church CMS software experience • Social media and web-based comms skills. • Able to manage a simple budget. • Policy writing skills to comply with law and guidance
Behaviours	<ul style="list-style-type: none"> • Diplomatic, discreet, and trustworthy • Emotionally resilient, able to keep calm under pressure. 	

What we offer you

	<ul style="list-style-type: none">● Participation in a vibrant, growing family church. An exciting and challenging place to work, full of variety. We aim for a 'can do' environment where innovation and creativity is encouraged alongside serving others.● Appropriate training.● Part Time: 20 hours per week initially. These hours can be worked flexibly, but it would be expected that this person is normally present for the weekly prayer and team meeting. There may also be a requirement for occasional evening meetings.● The post is based at Newbury Baptist Church, Cheap Street, Newbury.● Salary: £15 / 20 ph, depending on experience● Pension: Govt Nest scheme, we pay a 3% pension contribution● Expenses: we will pay legitimate expenses● Holidays: Pro-rata based on 20 days for a full time 5-day working week. Statutory public holidays are in addition to this leave.● Contract: There will be a probationary period of 6 months.
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