

**Operations Manager  
St John's Church, Carrington, NG5 2DP**

JOB PROFILE	
Title:	Operations Manager
Reports to:	Priest in Charge
Location:	St John's Church, Mansfield Road, Carrington
Basis of employment:	Part time, 15 hours per week over 2-3 days, for up to 6 months
DBS check required?	Yes
Special conditions of employment	The post holder is not required to be a communicant member of the Church of England but must be sympathetic to its mission and to St John's aim to be an inclusive church where all are welcomed and valued, regardless of age, race, ethnicity, gender or sexuality.
Date written/updated	4 <sup>th</sup> December 2023 updated November 2024

Purpose of Role
<p>The overall purpose is to support the PCC and Priest in Charge in implementing sustainable administrative systems, processes and structures which facilitate the mission and ministry of the parish and ensure statutory compliance. The part-time post of Parish Assistant is currently vacant and this provides us with an opportunity to review our administrative support roles before re-appointing. The postholder will help us to discern the priorities going forward. We see the main initial priority as helping us to be compliant with recruitment and other safeguarding procedures. The postholder will also undertake co-ordination of our building hire – liaising with community groups and other users of our space. Other priorities will be agreed and reviewed on a monthly basis and are likely to include assisting with some cash handling and financial record keeping.</p>

MAIN RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Become familiar with parish safeguarding requirements, for which training will be provided, and act as the contact point for <b>safer recruitment</b> of volunteers, including processing DBS checks and maintaining appropriate records.</li> <li>2. Maintain our systems for <b>hiring of the church building</b>, including responding to enquiries, taking booking and raising invoices.</li> <li>3. <b>Financial Management:</b> help us to develop our use of QuickBooks accounting system so that the Treasurer and PCC are supplied with timely financial information. Ensure that we have efficient and effective systems for handling income (cash, card, donations, grants etc) and making payments. Work with others to ensure that the key roles in financial management are clearly defined.</li> <li>4. <b>Building Management:</b> Ensure that our building records are gathered, safe and accessible. Identify any significant gaps and establish a systematic method for logging, planning and progressing building maintenance.</li> </ol>

ROLE DIMENSIONS	
Budget management (where relevant)	n/a
People management	n/a
Key relationships – internal	The post holder will report to the Priest in Charge and work closely with the Churchwardens, Parish Safeguarding Officer, Caretaker and part time Parish Assistant, when appointed. There will be a designated lead for each piece of work. There is a substantial list of tasks so we will need to be clear about priorities and realistic about what can be achieved in the time available
Key relationships – external	The post holder will need to work with a range of suppliers to ensure that our needs are met, and with staff at the Diocese is Southwell, particularly in relation to safeguarding and finance. The postholder will be the first point of contact for hirers of the building.

PERSON SPECIFICATION		
	Essential	Desirable
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>Confident and friendly manner in person, on the phone and online</li> <li>Awareness of personal boundaries and roles (E)</li> <li>Ability to be assertive, manage time, prioritise tasks (E)</li> <li>Ability to work independently &amp; use one's initiative (E)</li> <li>Flexibility and ability to work under occasional pressure (E)</li> </ul>	
<b>Competencies and Skills</b>	<ul style="list-style-type: none"> <li>Computer Literate</li> <li>Ability to maintain accurate filing and record keeping in line with statutory information governance requirements</li> <li>Ability to maintain confidentiality (E)</li> <li>Prepared to complete Safeguarding Training as required (E)</li> </ul>	Familiar with: QuickBooks, Church Suite, One Drive, Gmail (D)
<b>Qualification and Experience</b>	Experience of a similar role, ie working in a people-centred context such as education, health, community or voluntary sectors.	Previous experience of C of E Parish Administration and Safer Recruitment procedures Relevant business administration qualification
<b>Knowledge and Understanding</b>	A good understanding of administrative systems and processes	An understanding of the Church of England

<b>Special Requirements</b>	The post involves some lone working from time to time and the postholder will be required to be a keyholder for the church although with no expectation that they will attend out of hours.	
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TERMS OF EMPLOYMENT	
<p>The PCC of St John the Evangelist, Carrington is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.</p> <p>This appointment is subject to acceptable pre-appointment checks, including a Confidential Declaration and satisfactory Enhanced DBS Check and references.</p>	
Work pattern	15 hours on 2 or 3 weekdays per week, for a period of up to 6 months. Could be 20 hours a week for a 4 months.
Salary	Salary £31,200 per annum, pro-rata for 15 hours (actual salary for 15 hours £11,700)
Holiday	Pro rata
Probation	2 months
Completed applications to Closing date Interviews	parish.assistant@stjohnscarrington.org.uk Monday 3 February 2025 at 10am Tuesday 11 February