



JOB DESCRIPTION

JOB TITLE:	Operations Manager and Ministries Coordinator
REPORTS TO:	Senior Leader
HOURS OF WORK:	30 hours per week (*flexible – see below)
SALARY:	£33743 - £38563 p.a. (pro rata to hours agreed)
TYPE OF CONTRACT:	Permanent

PURPOSE OF POST:

The post holder will share the church's vision of increasingly reflecting the nature and values of the Kingdom of God. We are looking for someone to help us in this by enabling elements of this vision, building relationships and uniting ministry teams, supporting church staff and overseeing the church's operational and administrative functions.

KEY RESPONSIBILITIES:

- Line-manage an Administrative Assistant, whose role is to support church administration.

Coordinating Ministries

- Collaborate with the Core Leadership Team regarding ministry facilitation and the implementation of the vision and outworking of the values of our church.
- Facilitate the building of teams and relationships with ministry leaders and church members, for the development of relationships between the church and our local community.
- Oversee the organisation of church events from planning through to execution, providing advice and support for ministry teams involved.
- Manage church communications.
- Coordinate staff, ministry group leaders and others for church events and Sunday gatherings.

Managing Operations

- Oversee office operations, ensuring that efficient administrative procedures are in place, and establishing or amending any that are found to be missing or ineffective.
- Manage all aspects of building maintenance (including capital projects).
- Manage all aspects of health and safety in the building, including all safeguarding processes.
- Management of contracts and building hire.
- Ensure legal compliance with statutory services, including insurances, certification, licences, data protection, copyright and any regular testing.
- Support other areas of the church as needed (such as staffing matters and financial procedures).
- Assist with trustee business as required, liaising regularly to discuss any ministry team issues, health and safety concerns or building requirements, and liaising with the Charity Commission.

TERMS AND CONDITIONS OF EMPLOYMENT:

* There is some flexibility over the exact number of hours for the post, which will be agreed with the successful candidate.

The post is permanent and on a full-time salary scale of £33,743 to £38,563 per annum (pro rata, depending on the final agreed number of hours to be worked). Progress through the scale is dependent on performance and is reviewed annually in January. The holiday entitlement is 30 days per calendar year (pro_rata'd).

The pattern of work will require regular attendance at Sunday morning services and also occasional evening or weekend shifts, so some flexibility over hours will be required.

The post includes a contribution to the Pension scheme, with an employer contribution of 10% and an employee contribution of 5%. The Church's pension provider is NEST which is set up by the UK government. Future contributions may vary depending on the rules of NEST.

Note: There is an occupational requirement for the post-holder to be a practising Christian. Our staff pray together regularly during the week, and the role will require the development and organisation of ministry areas that align closely with the vision of the spiritual leadership of the church. Regular attendance at Sunday services will also be needed, not only as a way to aid communication with church attendees, but also to ensure the post-holder is able to thrive in our community of shared faith.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
QUALIFICATIONS AND EXPERIENCE	
<ul style="list-style-type: none"> • Previous experience in a management or organisational role. • Previous experience of operating in a role where you are required to take initiative. • Experience of handling confidential information. • Experience of supporting the governance of an organisation 	<ul style="list-style-type: none"> • Appropriate relevant qualifications. • Experience of working for a church or third-sector organisation. • Experience of buildings and facilities management. • Experience of managing health and safety issues. • Experience of leading a team of people. • Experience of event planning • Experience of budgetary management
KNOWLEDGE AND SKILLS	
<ul style="list-style-type: none"> • Excellent interpersonal skills. • Ability to communicate effectively verbally and in writing. • Excellent organisational skills. • Self-motivated and good at motivating and encouraging the church towards a common purpose. • The ability to take initiative, learn quickly and adapt to the needs of a changing church environment. • Ability to work effectively without supervision. • Able to manage a high-volume workload. 	<ul style="list-style-type: none"> • Excellent IT skills (including use of Microsoft Office). • Project management skills. • Line management skills. • Understanding of safeguarding and DBS processes
PERSONAL QUALITIES	
<ul style="list-style-type: none"> • Supports and holds to the mission and values of Rhiwbina Baptist Church, and a willingness to be a committed member of the church family. • Personable and approachable. • A person of trustworthiness, integrity and reliability, who is sensitive to the complexities of working for a church. 	