

Operations Manager

St John's Hartley Wintney, a growing New Wine church in North East Hampshire is seeking to appoint a part time enthusiastic **Operations Manager** to join our team to ensure that the smooth running of the church and church centre environments. This is a varied role supporting the vision and ministries of St Johns

The current Operations manager is retiring this summer and leaves the operation in good order. The role reports to the Vicar and is part of the Staff team.

Main responsibilities include:

- 1) Take an active role in supporting the whole Staff Team in their ministries and assisting with the smooth running of the Church operation and activities.
- 2) Ensure Building and grounds are maintained to a good standard
- 3) Maintaining formal building records
- 4) Ensure that we comply with Health and safety standards
- 5) Recruit and equip volunteers to assist with building and grounds maintenance
- 6) Ensure IT systems, Phone and Website are all properly maintained and provide IT and related support to the team.

We are looking for someone who:

- Loves Jesus, loves the Church
- Has previous Facilities experience and understands how to manage a large facility that is open to the public.
- Is used to careful management of significant budgets
- Works well as part of both a staff team and the wider Church enabling the different ministries and users of the church buildings.
- Can show an aptitude for building and nurturing teams of volunteers
- Familiar with Office IT systems

This is a part time role of 25 hours per week (M-Th) and there will be a requirement for some out of hours work in line with the activities in the building. Part time salary in the range of £21,000 - £24,000 pa depending on experience.

Closing date end 6th May, 2024.

How to apply

Please contact Lisa Walker for an application form and a formal JD on lisa.walker@stjohnshw.org.uk or to arrange an informal conversation with Angie Smith the Vicar.

The Parish of St John's Hartley Wintney

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grace-full thank-full faith-full joy-full hope-full