

Job Description - Operations Manager

Purpose

Ensure that the smooth running of the church and church centre environment supports the vision and ministries of St Johns .

Context

The premises is used 7 days a week with rooms hired out to community activities and a busy coffee shop most mornings, with regular church services, inc weddings and funerals, during the week and at weekends.

Key Responsibilities

- 1) Ensure Building and grounds are maintained to a good standard
 - a. Initiate and manager ongoing Repairs and Maintenance
 - b. Propose and scope out Improvements
 - c. Ensure the Internal and external space is clean and safe
 - d. Manage regular contracts for; Cleaning, Pests, Fire and security, equipment servicing etc
 - e. Review contracts to ensure effectiveness
 - f. Engage new or additional contractors as necessary, ensuring effectiveness and value for money.
 - g. Ad hoc: Carry out small repairs/make safe, assist with events and services as required

The Parish of St John's Hartley Wintney

Fleet Road, Hartley Wintney, Hook, Hampshire. RG278ED | Registered Charity No: 1130172

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- 2) Maintaining formal building records
 - a. Manage the Maintenance and the Utilities Budget, assisting the finance team with forecasts as requested
 - b. Manage Utilities contracts and manage utilities costs ensuring accurate billing and continuity of supply.
 - c. Ensure appropriate record keeping
 - d. Ensure Buildings Use Policies and Procedures are up to date

- 3) Take an active role as a member of the staff team in supporting the Staff Team in their ministries and assisting with the smooth running of the Church operation and activities.
 - a. Provide Practical and planning support for events and customers (both internal and external), including occasional out-of-hours.
 - b. Providing support to the Bookings manager, Kitchen manager and Coffee shop team
 - c. Ensure effective collaboration across the users and teams that use the Church premises

- 4) Ensure compliance with Health and safety standards
 - a. Ensure the building is a Safe environment
 - b. Ensure Policies and procedure are in place and tested
 - c. Carry out Risk assessments for internal events and assist customers with their own Risk assessments
 - d. Ensure Contractors are managed whilst on site

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5) Volunteer management

- a. Recruit and equip volunteers to assist with building and grounds maintenance
- b. Assist with Basics training - Health and Safety and Hygiene

6) Ensure IT systems, Phone and Website are all properly maintained

- a. Provide IT and related support on–ChurchSuite, Office 365, phones, security, building management system, etc

Skills knowledge and Experience

- Has previous Facilities experience and understands how to manage a large facility that is open to the public.
- Experience of careful management of significant budgets
- Familiar with Office IT systems
- Experience of growing and nurturing teams of volunteers
- Evidence of strong and collaborative working with colleagues, church officers and ministry leads, or similar.

Person Specification

- Loves Jesus, loves the Church
- Able to deal calmly and in a caring way with all members of the community
- Willing to pitch in and help
- Can show an aptitude for building and nurturing teams of volunteers

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VISION & VALUES

As a church we long to see everyone know the fullness of God's love in Jesus through our welcome, worship, work, and witness. Based on Jesus' words in John 10:10 'I have come that they may have life and have it to the full'.

Grace-full

because we have received mercy, we . . .

Know Jesus as our friend and saviour
Love, forgive and seek to be reconciled to each other
Reach out to love and serve our community

Thank-full

for God's goodness, we . . .

Give of our first and best to God through our finances, time and gifts
Share our faith courageously and lovingly
Practise generous hospitality

Faith-full

to God in all of our lives, we . . .

Trust the Bible as the word of God and apply it to our lives
Seek God in prayer and to be filled by the Holy Spirit
Grow as disciples in loving and supportive small groups

Joy-full

in all circumstances, we . . .

Join together in wholehearted worship
Recognise God's presence in good times and in bad
Celebrate belonging together as a diverse multi-generational family

Hope-full

for the future, we . . .

Expectantly wait for signs, miracles and kingdom growth
Are certain that nothing separates us from God's love
Can be confident in the promise of eternal life

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