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**Operations Manager**

**for the parish of St John with St Andrew, Chelsea**

We are looking for an enthusiastic team-player with a heart to support and enable the gospel teaching ministry of our two very different churches within one parish. You’ll be keen to help us develop the ministry and see the churches flourish under God. While there are core day-to-day matters that need to be taken care of, we are keen to make the most of the gifts and interests you would bring to the team. This is a crucial role which will free up the pastoral staff to give their time to the ministry of word and prayer.

This would ideally be a full-time role (40 hrs p-w) but part-time or job-share would be considered.

 Salary will be dependent on experience, within the range of £25-£35k per year

**Who we are**

St John’s and St Andrew’s are reformed evangelical Anglican churches working together in one parish to bring the good news of Christ to Chelsea. Part of both the Church of England and the Co-Mission church planting network, we are now looking for a full-time Church Operations manager and administrator to be responsible for day-to-day operations of the parish.

You would be joining a caring and supportive team of three full-time and two part-time staff plus two ministry trainees serving churches with a total membership of 100 adults and 30 children. The two church families are wonderfully diverse - St John’s is on the World’s End estate and seeks to reach those living in that urban estate while St Andrew’s attracts a mix of students, young professionals and families living in Chelsea and beyond into Battersea and Fulham.

**Core Responsibilities**

Developing and leading an operations team made up of volunteers in order to deliver in these key areas:

1. *Buildings*

Running maintenance and development programmes for parish-responsible buildings according to budgets agreed with PCC

Efficient sourcing of suppliers of all services for parish-responsible buildings

Running the parish offices, located in St J’s building – stationery, IT systems, office furnishings, rubbish disposal etc

Liaison with hirers of the buildings (and car park at St A’s) to ensure all necessary contractual obligations being fulfilled including regular meetings with the Chelsea Pre-Prep and nursery, our main tenant

1. *Finance*

Ensuring effective financial administration for all parish accounts – working with the parish treasurer

Running annual reviews of hiring rates for buildings and car park to ensure rates are appropriate use of this asset

1. *Parish administration*

Prompt handling of all public enquiries re banns/funerals/christenings/hall lettings, ensuring these are dealt with in a timely manner (including those ‘dropping in’ to church office in person). This requires answering of the church’s public telephone number and office emails

Parish administration regarding all Church of England record-keeping and preparation of such records for Diocesan returns and tri-ennial visitations

Drafting agenda for bi-monthly PCC meetings, with input from both senior pastors, notifying and briefing in advance those who are presenting on issues to be discussed

Managing the church diary (including arranging appointments, meetings, etc. as requested);

Managing the church database (including ensuring compliance with data protection legislation)

Ordering of supplies (for the office, kitchen, services, etc.),

Buying and maintenance of equipment

Providing administrative support to clergy (including weddings, funerals   and other ad hoc support).

1. *Governance*

Responsibility for ensuring PCC is compliant with all charity and C of E requirements regarding risk assessment, health and safety policies, GDPR

Line management of safeguarding officers & safeguarding administrators

Ensuring provision of HR function for all staff employed by PCC – ie pay, pensions, reviews

Health and Safety Officer: responsible for our health and safety requirements, including risk assessments, fire procedures and food hygiene.

*5. Events co-ordination*

Co-ordinating a volunteer team in the planning and implementation of special events, eg Vision Dinner, Easter Fun Day, ceilidh evenings etc

**Personal Profile**

You will be a committed evangelical Christian whose belief informs all aspects of your work and you will be fully in agreement with the [Co-Mission](https://co-mission.org/about/) statement of faith.

Knowledge of the Church of England and/or experience of working in a C of E church would be an advantage.

You will be a self-starter, pragmatic and willing to be a team player.

You will have good IT skills, including Google suite, emails, MS Word and MS Excel.

You will have a high attention to detail, be disciplined and orderly in managing your tasks.

You will be able to think creatively and strategically.

You will be able to express yourself clearly, engagingly and concisely in speech and writing.

You will ideally be a committed attendee in one of our churches on Sundays and midweek

**Terms**

All team members are expected to participate in the running of church service activities and as such there is a Genuine Occupational Requirement for the post holder to have a Christian faith

The appointment is for a full-time role (40 hrs per week), based in the parish office in Chelsea, but we will consider applications for part-time or job-share

Salary will depend on qualifications, skills and experience, within the range of £25-£35k per year

You will report to Revd Paul Dawson, the minister of St Andrew’s, as your line manager and through him to the PCC

The appointment is subject to a clear disclosure from the Disclosure and Barring Service and proof of eligibility to work in the UK.

As we are part of the Co-Mission network the ops manager will be expected to attend both the Co-Mission annual staff focus and Revive weekend (costs of these covered by the parish)

**What we offer**

We are a happy and caring team and would love to see you grow and flourish in your faith as we serve the Lord together. Depending on your interests there could be access to theological training through the Co-Mission Ministry Training scheme, based at St John’s, in addition to work-related training to be agreed in discussion with your line manager. A wide network of other admin and ops staff within the Co-Mission network would love to welcome you and help support you in your role.