



Operations Manager Role Profile & Person Specification

Job title: Operations manager

Hours of work: Part time (20 hours per week over four mornings p.w., most Sundays and some evenings, based on full time hours of 37.5 hours)

Reports to: Ben Strain, Lead Pastor

Professional accountability to: Director of operations, St Peter's Brockley

Liaises with: Lead pastor, staff, PCC, wider church family, building users, St Peter's staff

DBS required: Enhanced check required

Context: Holy Trinity Sydenham is a 'Word and Spirit' Anglican Church with a heart to extend the love of Jesus and pursue the coming of God's Kingdom in SE London. With a new church leader recently appointed, we have a 'start up' feel as we are praying, working and partnering to see SE London transformed.

Role purpose: To be the church leader's right hand person to get things done and set the church up for health and growth. This is a pivotal role in the church's strategy for growth. HTS is developing a mutually beneficial partnership with St Peter's Brockley, and the role holder will liaise with the director of operations at SPB for professional accountability and support.

This post is subject to an occupational requirement that the postholder be a committed Christian under part 1 of Schedule 9 of the Equality Act 2010.

Key areas of responsibility

Due to the rapidly changing and expanding nature of the church context, the profile below is not comprehensive, but aims to provide an overview of what the role will involve. The order in which these tasks are detailed does not reflect their respective importance. The role will be regularly reviewed with the role holder.

1. Lead communications within HT and with the communities we serve, including owning the HT website
2. Oversee event planning, design and execution in line with ministry leads' needs.
3. Oversight of the building, including management of hall bookings and hall use calendar
4. Ensure compliance with legal and other regulatory requirements and best practice in:
 - a. Health and safety - including training
 - b. GDPR
 - c. Safeguarding
 - d. Risk assessments
 - e. HR processes
 - f. DBS processing
5. Financial management
 - a. Using Xero for weekly processing
 - b. Uploading expenses / received invoices / order invoices
 - c. Sales invoicing
 - d. Counting and Banking Cash
 - e. Overseeing weekly giving platforms
 - f. Providing cash floats for events
 - g. Approving expenditure and making payments for staff
 - h. Working with Book Keeper to help create: Giving Reports / Management Accounts
 - i. Working with Book Keeper to maintain Fixed Asset Register
6. General administrative support including:
 - a. weekly service rotas
 - b. managing the church office
 - c. IT
 - d. churchsuite
 - e. CCTV
 - f. Insurance
 - g. Licences
 - h. Electoral roll
7. First point of contact operational support for HT services including livestream services
8. Fulfil role of PCC secretary in ex-officio capacity
9. Management of special projects on behalf of the Lead Pastor

It is anticipated that as the church grows, the ops manager will be supported by a church administrator to take on some of the general admin roles.

Person Specification

Character

1. *Humble* - "I've got lots to offer, but it's always about the vision and the team, not me." Called to the Holy Trinity vision.
2. *Hungry* - "let's get stuff done."
3. *People smart* - "I know how I impact others and can manage that well."
4. Servant hearted
5. Encouraging and positive demeanour.
6. Excited by the prospect of being part of a church with a 'start-up' culture rather than something more established in the short term.
7. Happy to be part of a wider team with St Peter's Brockley and partner with other churches to fulfil our vision.

Experience

8. Experienced in administration and/or operational management in a relevant church or equivalent context

Skills

9. Proactive and self-motivated, able to work well with others and alone.
10. Able to prioritise competing demands
11. Excellent communication skills
12. Does things right, first time, with an eye for detail.
13. Up to date on technological capabilities and its use within churches and relevant other context

Faith

14. An active member of the HTS family or prepared to join the church
15. Demonstrably committed to and motivated by the vision and values of Holy Trinity Sydenham.