



# Operations Manager

## Role Description

### Context

This is a new role focused on proactively aligning the organisation and administration of Thame Church with our mission. You will be responsible for day-to-day decision-making in administration and operations. Being at the heart of the church you will be an active member, both in worshipping with the church community as well as helping to promote its ethos.

The description below is our vision, and specific responsibilities will be adjusted to ensure it fits to a part-time role and matching the strengths of the successful candidate.

### Purpose

- Responsible for ensuring effective co-ordination of Thame Church ministries as a member of the Standing Committee and Joint Church Council (JCC).
- Work alongside the clergy and JCC on the organisational planning and co-ordination of events and services to achieve the Church mission and enable the clergy to focus on their ministry.
- Proactively focus on improving the overall church operations and administration by developing and streamlining processes and using the church's IT systems to simplify and increase engagement across key church stakeholders.

### Activities

#### *Organisational Leadership*

- Work with clergy and the JCC leadership team to prioritise and implement the ministry plan and take responsibility for delivering the practical and operational aspects, ensuring events/services are deliverable and have clear objectives.
- Responsible for HR processes and administration e.g. annual staff reviews and supporting the recruitment of non-clergy positions.
- Line management of church administrator.
- Supporting the safeguarding officer and church wardens to ensure compliance with safeguarding and health and safety processes for staff and volunteers.

### *Regular Services and Ministry*

- Manage and coordinate the overall church calendar, scheduling events, implementing the quarterly service plan, and ensuring proper communication to relevant stakeholders.
- Managerial oversight of all Church Office activities, ensuring regular services, weddings, baptism, funerals, and general office administration functions effectively.
- Proactive management of clergy calendar and meeting arrangements. Compile and circulate necessary meeting papers.

### *Mission and Outreach*

- Foster a positive, supportive, and safe volunteer culture within the church community, ensuring processes for the safer recruitment and training of volunteers are developed and implemented by Ministry Leaders
- Support the clergy and ministry teams in planning and co-ordinating church events, meetings, and special services within the church ministry plan.
- Assist in creating and distributing communication materials, both digital and print, coordinating with the Communications team and Church Administrator.

### *Financial & Facility Management*

- Contribute to and support the JCC finance teams to ensure budgeted spend is clear and oversee effective budget management.
- Responsible for budget and approving transactions in administrative area within finance team guidelines.
- Work alongside the Church Wardens and estate committee to ensure the facilities are align with the church mission. Manage the relationship with Thame Barns Centre to ensure a successful outcome for church ministries and outreach.

## *Person specification*

### *Required*

- Be approachable and discerning, with a welcoming disposition.
- Be willing to work in partnership with other organisations, both Christian and secular.
- Possess an ability to establish and develop relationships with, church leaders, members, and the wider community.
- Committed to and living out Christian values and supportive of the mission of Anglican church practice and worship as a member of Thame Church.

- Proven organisational skills, with an ability to plan, improve processes and effectively engage volunteer stakeholders.
- A person of honesty and integrity, who is able to work respectfully and confidentially.
- Possess leadership and team building skills as well as being able to work independently.
- Computer literate and proficient with Microsoft 365 applications.
- Possess an ability to organise, to develop and to deliver strategies.

#### *Desirable*

- Have experience of managing operations in small/medium size organisations
- Show a willingness to work flexible hours
- Prior experience of the ChurchSuite software package.

#### *Accountability*

- The role is accountable to the Team Rector.

#### *Terms of employment*

##### *Term*

- 1 year extendable contract

##### *Hours*

- Equivalent of three days a week (22.5hrs), including some evening meetings and Sunday mornings
- As a member of Thame Church, we expect to worship regularly on Sunday mornings, however you would only be expected to be working twice per month
- Days and time of availability are generally flexible, however core days are;
  - Sunday morning volunteer engagement/communication/recruitment and supporting church services (twice per month)
  - Monday or Tuesday Staff meeting 2hrs

##### *Salary & Benefits:*

- £20,400 (Full-time equivalent £34,000) + 5% pension contribution
- Public holidays and 25 days holiday allowance, pro-rated

##### *Location*

- Flexible – at least 5 hours/week in the Church Office (in Thame Barns Centre), with the balance at meeting locations around Thame and home working.



### *Employer*

- The legal employer is The Parochial Church Council , The Church of St. Mary the Virgin, Thame c/o St Mary's Church Office, Thame Barns Centre, Church Road, Thame, OX9 3AJ.

### *Occupational Requirements*

- This post is subject to an occupational requirement that the holder be a practising Christian under Part 1 of Schedule 9 to the Equality Act 2010. Appointment is conditional on proof of the right to work in the UK, a satisfactory Enhanced DBS clearance and receipt of satisfactory references.