

Responsible to: Operations Director
Workplace: St Barnabas, 913 High Road, North Finchley, N12 8QJ
Contract: Permanent full-time
Salary: £30,000 to £32,000

Welcome to St Barnabas

We are delighted that you are interested in applying for this role. St Barnabas is a large bible-based and Spirit-led church in North London with an ongoing vision to be [transformed](#) to be like Jesus. As a Diocese of London Resource Church, we plant churches and partner with others to grow, teach and support empowered disciples who are [changing the world](#).

Operations is a key ministry at the heart of the life of St Barnabas. The Operations team run the day-to-day operations of St Barnabas. The team's objective is to turn St Barnabas' vision into strategy and action by providing excellent operations planning, training, services and systems which serve the church.

This is a significant "hands on" operations role for an experienced self-starter. If you love problem solving, planning, organising, keeping things on track, working as a team and getting through your to do list, read on. If successful, you would find yourself in a supportive environment, as part of a large staff team with amazing committed volunteers, and in a wonderful, diverse church family. We're confident this is a fun place to work and we would invest in you to grow as you follow God's call in serving his church.

We're aware that everyone has strengths and weaknesses. While we do need someone who fulfils the criteria for the role, there can be some flexibility in terms of growth into the role for the right candidate. This may need to be reflected in the salary.

At St Barnabas we have been on a journey to remodel every level of our church's leadership to reflect the diversity of our membership, and we particularly welcome applications from people of the global majority.

Objective

Deliver day-to-day operations and projects as directed by the Operations Director in line with the vision, values, standards, and budgets of St Barnabas.

Main Tasks and Responsibilities

Operations

- Ensure the smooth and efficient running of the church office, and other administrative resources
- Support the work performed by the Finance Coordinator, Operations Co-Ordinator and Operations Officer
- Liaise with and work alongside the Facilities Coordinator regarding buildings related operations issues
- Help to develop the provision of effective information technology and systems to staff and volunteers in liaison with the church's IT consultant
- Deliver any non-routine tasks or projects as requested by the Operations Director
- Support the Operations Director to ensure correct reporting is in place to external agencies (e.g. Church of England, Charity Commission, Companies House)
- Manage the operations team budgets and suggest changes to these budgets for following year
- Manage delivery of agreed and specified operations services to church plants and liaise with church plant leaders as necessary to receive feedback and help develop/improve services
- Deputise the Operations Director in agreed duties and meetings as and when is required

Human Resources

- Assist with implementing day-to-day HR practise and administration e.g. recruitment, onboarding, queries re policies, maintaining records, personal development plans
- Advising on use of CitrusHR portal

Other

- Attend and contribute to weekly "staff prayers" meeting and other staff retreats and conferences
- Offer general assistance as needed in busy periods of the life of the church
- Occasionally welcome visitors to the church and offer prayer in absence of pastoral staff
- Undertake any other projects or duties that may reasonably be required by the Operations Director in fulfilment of the church's vision
- This job description does not form part of your contract of employment. It is intended to give an idea of the demands and duties generally required by such a role. It may be amended to meet the current demands of the role, and the particular context in which the team operates

PERSON SPECIFICATION – OPERATIONS MANAGER



Please check the following criteria before making an application.

Requirements	Desirable	Essential
Any offer of employment will be subject to the individual demonstrating the right to work in the UK, and completing satisfactory pre-employment checks, including two satisfactory employment references covering the last five years, and where appropriate, a satisfactory Enhanced DBS with Barred List Check or for non-UK residents, a satisfactory criminal record check or Certificate of Good Conduct		X
There is an Occupational Requirement under the Equality Act 2010 for the applicant to be a committed Christian		X
To adhere to the Statement of Belief of the Evangelical Alliance (www.eauk.org/about-us/basis-of-faith)		X
To be (or become) a committed member of St Barnabas, regular in Sunday worship, and actively volunteering in the life of the church and its ministries		X
To take an active part in weekly staff prayers, any team away days and a biennial spiritual retreat for all staff		X
Skills and experience		
Experience of working in a busy office environment		X
Ability to establish strong working relationships with a diverse team		X
Highly organised with good time management and the ability to multitask		X
Experience of successfully implementing complex projects		X
Some experience of working with volunteers	X	
Experience of implementing and developing operational policies and procedures		X
Experience of working with online office software (e.g. word processing, database, expenses, HR, back office)		X
Experience of working within some kind of regulatory compliance framework e.g. awareness of data protection, health and safety.		X
Experience of handling finances and a budget		X
Personal Qualities		
Excellent communication skills (written and verbal)		X
Good team player with good people skills		X
Self-starter, problem solver who takes initiative and works with minimal supervision		X
Ability to competently handle and prioritise a demanding and varied workload		X
Willingness to do what needs to be done across a variety of operational areas and keenness to learn		
Ability to confront and manage conflict in an appropriate manner		X
Highly confidential and trustworthy		X
Other		
Understanding of the mission and organisation of the Church of England	X	
Experience of working within a church/not for profit environment	X	

If you would like to discuss the role before applying please contact Peter Troup our Operations Director by email: petertroup@stbarnabas.co.uk or phone: 020 8343 5770.