

OPERATIONS MANAGER

February 2024



1. Main purpose of the role

To support the mission and vision of CCM by providing high quality, proactive, effective and godly operations management.

2. Primary responsibilities

The following outline indicates the anticipated shape of this role, but we would be open to exploring variations in order to make best use of the particular gifts of the person appointed.

i.Support for and coordination of the Church Finance team:

- Ensuring church's internal procedures are adhered to
- Ensuring that purchases are approved and carried out in the most cost effective way.
- Working with Director of Operations and Development to prepare financial reporting for the PCC and Elders
- Managing mortgages and insurance
- Managing payments
- Attending meetings of the Finance Committee

ii.Health & safety management

- Training staff
- Updating policies
- Oversee first aiders and accident report forms
- Ensuring that risk assessments for events are being completed by the relevant staff member(s)
- Ensuring CCM's compliance with fire risk assessments

iii.Buildings management

- Overseeing the maintenance and upkeep of the buildings, for example, minor repairs, cleaning, etc
- Coordinating utilities and suppliers for church, church office and 21B Down St
- Fire alarm & emergency lights tests
- Project management related to setting up new contracts and services
- Attending the Buildings and Fabrics Committee

iv. Systems and Office management

- Ensuring that robust systems are in place
- Managing the banking systems
- Managing the annual leave system
- Database (Church Suite) and data protection management
- Managing Google Suite

- Office management
- Practical tasks and day-to-day problem solving regarding CCM's processes and systems.

v. Management of communications:

- Working together with the Director of Operations and Development to coordinate staff planning annually for the rhythm of the year
- Managing CCM's social media and website
- Managing communication with CCM alumni
- Managing CCM's bookstall

vi. Other such duties as may be necessary

- Provide support, as required, to the Director of Operations and Development in matters related to Safeguarding, HR processes and policies, Governance and Risk Management, Charity Commission, Risk Data Protection.

3. Key skills & attributes

- A committed Christian and cheerful servant
- Excellent management, organisational and administrative skills and experience, demonstrating a structured approach to tasks
- A careful attention to detail and an ability to prioritise and use initiative to meet deadlines
- Excellent interpersonal skills with the ability to communicate effectively both orally and in written communication; a high standard of English
- Able to deal with enquiries which are spiritual in nature, and be able to respond with appropriate discernment, understanding and empathy
- An ability to handle pressurised situations with tact and wisdom, flexibility and the ability to multitask
- Ability to delegate and manage volunteers
- A good "team player", happy to work under instruction, but also capable of working on their own and making unsupported decisions where circumstances dictate
- Agreement with the core doctrinal beliefs of Christ Church Mayfair as set out here:

<https://christchurchmayfair.org/our-beliefs>

The Operations Manager will be a key member of the staff team. We are eager to make the most of and develop any particular skills or interests you may have.

4. Terms and Conditions

The post-holder will report to the Director of Operations and Development.

Hours are 40 per week. The Operations Manager will be expected to work normal office hours (9.30-5.30 Mon-Fri). There will be some flexibility in the working arrangement and the post holder will be expected to be in the office 3 days/week minimum.

Annual leave is six weeks per year, to be taken at times agreed with the Director of Operations and Development and in conjunction with other members of the staff team. In addition, statutory bank holidays apply.

This is a permanent post with a three month probationary period.

The salary will be determined according to the relevant experience and training of the successful candidate and is in the range £30,000 to £40,000 per annum. Reasonable working expenses and employer pension contributions of 15% will also be made.

5. Application process

Interested candidates should send the following to
Roxana Stanciu, via email: roxana@christchurchmayfair.org

- Application form including two references. The application form can be accessed on the website: <https://christchurchmayfair.org/jobs>

An Occupational Requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010. An enhanced DBS Disclosure will be required for the successful applicant.

Please note we are only able to consider applicants who are currently fully eligible to work in the UK.

Closing date for applications: 1 March

About Christ Church Mayfair

Christ Church Mayfair, Down Street, London, W1J 7AN

www.christchurchmayfair.org

020 7629 5885

Our vision statement:

We believe in... making disciples of Jesus Christ.

In God's kindness, this has been the ministry of Christ Church Mayfair since the church was planted in 2001. Wonderfully, we've seen many come to put their trust in Jesus for the first time, and many more deepen their love and knowledge of Him. We all want to be disciples who grow and see many others trust in Jesus and grow in their knowledge and love of Him.

We believe in:

Growing in Maturity, and so teach all that Jesus commanded in the Bible. Serving in Ministry, and so want everyone in the church family to serve and grow. Going in Mission, and so welcome all people to come and hear while training those here to go and tell.

The church

The Christ Church Mayfair church family comprises around 400 adults, 70 children and a handful of teenagers. We have a morning and evening service.

The morning congregation has a variety of ages and stages (though no retired people). In the main, however, it is young and growing families who attend.

The evening congregation is predominantly people in their 20s and 30s, with an increasing number staying into their 40s and beyond, who work in the City or Canary Wharf. A contingent of students, largely from Imperial College but increasingly from other universities, make up around 20% of the church family during term time.

We are an Anglican Church in the Diocese of London, originally planted from St Helen's Bishopsgate, and also part of the Co-Mission network of churches.

The staff

We are a happy staff team of twelve paid staff and currently five ministry interns (apprentices), some of whom are part-time.

The Senior Minister, Revd Matt Fuller, oversees a team which presently comprises: Associate Minister, Assistant Minister, two Women's Workers, Music Director, Families Worker, Children's Minister, Pastoral Worker (Youth), Director of Operations and Development, Operations Manager (this role) and an Administrator.