
Birmingham Vineyard Operations Manager

Job Description

Salary range: £35,000 - £42,000 (depending on experience)

Location: Birmingham Vineyard Church offices (address above)

Reports to: Senior Pastors

Working Hours: Full time (35hrs per week), predominantly 9am-5pm, Monday to Friday.

Key Objectives

The main purpose of the role is to develop and implement an operational strategy that equips and supports Birmingham Vineyard Church in the fulfillment of its mission, working with Senior Pastors to uphold the Christian culture and ethos of the charity in all its activities.

Role Description

Office Functions

- Establish and manage systems and processes for the effective running of Birmingham Vineyard and its office, including the ChurchSuite database and other regularly used systems.
- Oversee the organisational architecture of Birmingham Vineyard, including Human Resources, training, contracts, holidays, and payroll, and assist with staff and volunteer recruitment.
- Line management responsibility for the Birmingham Vineyard administrative staff team.
- Manage all Operations budgets.
- Lead staff prayer meetings on a routine basis.

Buildings & Facilities

- Oversee the management, maintenance and development of all venues and facilities including any on-going building or repair works. This includes ensuring the venues and facilities used for other sites/events are managed, maintained and continue to be appropriate for our hire through liaising with relevant stakeholders.
- Oversee car park and letting of spaces etc.
- Utilities / insurance contracts management.
- Oversee the management of the IT, telephone and internet equipment/systems.
- Identify and source relevant venues for events happening outside of our 'core' locations. (Barford Street and other sites) e.g., for the church Weekend Away.
- Oversee venue bookings for Barford Street and ensure they are safe and efficiently run.

Governance & Processes

- Overseeing the development and implementation of governance procedures and documents including (but not limited to) Fire Safety, Food Hygiene, Information Governance, First Aid,

Safeguarding, Health and Safety and Risk Management.

- Take responsibility for risk assessments within the organisation.
- Oversee gathering of metrics and impact reporting for internal and external use e.g. Trustee's reports.

Communications

- Administrative oversight of all communications, including website and social media, ensuring branding, voice and tone remains consistent.
- Developing and maintaining a communications strategy, working with Ministry Leads / Pastors to incorporate all activity.
- Maintaining a forward-looking communications calendar, ensuring assets are produced in time for ministry events.
- Supporting Ministry Leads / Pastors in curating written communications for the congregation and arranging for the printing and distribution of these.

Financial

- Support with the timely preparation, monitoring and communication of monthly accounts, budgets and cash flow forecasts.
 - Oversee legal and financial functions of Birmingham Vineyard, including insurance, budget setting and forecasting, procurement, making payments, cash flow, timely preparation and submission of accounts and annual reports, and expenses.
-

Person Specification

Experience

- Operational Management experience in a similar sized (or bigger) organisation (3 years minimum).
- Line management experience (3 years minimum).
- Experience managing communications across an organisation/department of an organisation.

Knowledge

- A thorough and up to date understanding of UK statutory child protection and safeguarding requirements, health and safety legislation, HR, finance, and other legal aspects of operations.

Skills and Abilities

- Attention to detail and results oriented, with the ability to multitask, prioritise and delegate accordingly.
- A proven ability to lead teams, drive continuous improvement and develop and maintain positive relationships with key stakeholders.
- Excellent communication, organisational, interpersonal and written skills.
- IT literate with experience in and/or ability to learn to use ChurchSuite etc.
- Ability to think strategically, anticipating future trends and translate into organisational planning, resourcing and budget.

Character

- Delivers on commitments with a flexible and can-do, solution focused approach.
- Personal faith with Jesus Christ underpinning a lifestyle of integrity and ministry.

Work Pattern/Hours

This is a full time role, based upon 35 hours per week, and the job holder will be required to:

- Primarily work during in office hours (9am-5pm, Monday-Friday), and at the office location (occasional working from home may be possible, as agreed with Line Manager)
- Occasional evening/weekend flexibility as required
- This role will have 25 days of Annual Leave, plus statutory bank holidays

Occupational Requirement

This post carries an occupational requirement on the grounds of religion and belief. Candidates applying must be able to demonstrate a Christian belief and value system in line with Vineyard Churches UK & Ireland Statement of Faith.

<http://www.vineyardchurches.org.uk/tools/statement-of-faith/>

Eligibility to Work in the UK

The job holder must be able to provide evidence of their eligibility to work in the UK prior to appointment and for the entire duration of employment.

DBS Clearance

The job holder is required to obtain and maintain satisfactory DBS clearance for the entire duration of employment.

Applications

If you would like to apply for this job, please complete the application form ([at this link](#)) and send it back by 23:59 on 18th August 2024 to executiveassistant@birminghamvineyard.com.

Applicants who progress to the next stage will need to be available for an interview in the weeks after the deadline above.

If you are invited to interview for the role, and have any access requirements that we should be aware of, please do let us know so that we can make any necessary adjustments.