



JOB DESCRIPTION

TITLE	Operations Manager (Maternity Cover)
REPORTS TO	Toby Flint, Senior Leader
LOCATION	St Nicholas, Bristol
SUPERVISES	Operations Assistant
DBS REQUIRED?	Yes

ROLE CONTEXT At St Nicholas Bristol our vision is to play our part in the evangelisation of the Nation, the revitalisation of the church and the transformation of society. We want to create spaces for young people to explore faith, encounter Jesus and follow wherever he leads. Each member of our team plays a vital role in making our vision a reality. As a Christian organisation our faith is an integral part of our working culture.

The Operations Manager will report to the Senior Leader of St Nicholas to help support operationally the outworking of the church's mission. This is maternity cover for the Head of Operations.

WORKING ENVIRONMENT As a church plant we will seek to develop our staff culture together. We will respect and value our colleagues, encourage and affirm often, challenge when necessary, supporting always. We aim for our staff community to be fun, warm and engaging, with lifelong friendships being built.

ROLE PURPOSE The Operations Manager will have oversight over the logistical planning and organisation of the church and be capable of delivering the strategic plans on ground level. They will work closely with the Senior Leader, clergy team and trustees to make strategic decisions as we seek to live out our vision.

RESPONSIBILITIES OPERATIONS - Develop, implement and oversee processes, systems and operations to ensure the smooth running of church and office activities.

Responsible for:

- Ensuring the organisation is fully compliant in safeguarding, health and safety, accessibility, insurance and data protection, establishing correct policies and procedures and making sure they are adhered to
- Ensuring the storage of information in all formats, both electronic and hardcopy, is in line with the churches policy and responsibilities under the Data Protection Act
- Implementation and maintenance of our data management systems (Churchsuite)
- Maintaining all metrics and measurements across all areas of activity.
- Supporting the Safeguarding officer
- Overseeing all DBS checks with support from the kids and youth pastor
- Line management of the Operations Assistant



FACILITIES AND BUILDING - Management of the church and rented office space including general maintenance and repairs

Responsible for (with support from the Operations Assistant):

- Repairs and maintenance of existing structure
- Managing the instruction of contractors including utility providers, waste removal and cleaning company
- Day to day correspondence with the church architects when necessary

FINANCE - General oversight over the entire budget, regularly reporting back to Treasurer and Central Leadership Team to ensure the church remains in budget and cashflow is managed

Responsible for:

- Oversight and management of annual budget alongside Treasurer including tracking all expenditure and income
- Reporting monthly and quarterly to the senior leader and finance committee on the accounts
- Enforcing the financial regulations policy as approved by the Trustees
- Responsible for maintaining financial management software (Xero)
- Working with the independent examiner/auditors and accountant to complete the annual accounts
- Oversight of processing giving and claiming of gift aid
- Working with vicar and trustees regarding fundraising where necessary for special projects
- Management of bookkeeper

GOVERNANCE - Ensure the organisation remains compliant with requirements of a charity, company and BMO.

Responsible for:

- Supporting the Senior Leader and Chair of trustees by arranging regular meetings of the trustees and central leadership team, preparing agendas, papers and minutes
- Reporting to Charities Commission and Companies House on behalf of trustees including the submission of Annual Return, Report and Accounts
- Reporting to the Diocese and Church of England on finances and statistics
- Preparing the mission initiative roll as the roll officer



HR - Establish and maintain the requirements of an employer to ensure staff are paid monthly, investment is made to develop the team and the organisation complies with employment law.

Responsible for:

- Maintaining a programme of development for staff and clergy and reviewed annually
- Reviewing all staff and clergy JDs on annual basis alongside the Admin team
- Recruitment of new staff from initial interview to final employment
- Managing payroll through Stewardship
- Maintaining a safe working environment inline with employment law
- Organise induction and training for all staff and clergy to ensure we maintain a safe environment. Including fire, H&S, systems etc.

ESSENTIAL SKILLS

- Able to work on own initiative, to identify problems and find solutions quickly.
- Practical, and able to learn new skills as required.
- Good interpersonal skills
- Able to prioritise competing demands
- Computer literate
- Ability to manage a team of people
- Polite, confident and servant hearted
- Ability to follow exact instructions in a timely manner
- Ability to manage a team of people
- Proficient at delegating effectively and keeping on top of multiple things at once
- Project management skills
- Excellent communication skills both written and oral
- Proficient MS Word, Excel and PowerPoint skills
- Excellent organisational skills
- Self-motivated
- Strategic thinker
- Flexible attitude
- High attention to detail
- High level of confidentiality
- Experience with managing a budget
- Desirable
- Practical experience in working in a church



- ACCOUNTABILITIES**
- In addition to taking accountability for the logistical planning and organisation of the church, the Head of Operations will ensure the wider staff team are motivated and capable to deliver the strategic plans on ground level.
- SAFEGUARDING**
- The role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, statutory legislation and guidance. Candidates will be required to submit a self-disclosure check at interview and the role will be subject to a DBS check.
- WORK EXPECTATIONS**
- 35 hours, Monday - Friday 9am-5pm (flexible working is available)
 - 22 days holiday per annum plus 3 days over Christmas
 - Three month probation period
 - The role holder will need to be available to work key dates and events which will include Christmas services, Easter services
 - Available to work at Focus (the church holiday in the summer, one week duration)
 - Attend weekly staff meeting
 - It is expected that staff members will be active members of St Nicholas including Sunday services