



Operations Manager

Maternity Cover

Job Description

Title: Operations Manager

Reports to: Rector

Direct Reports: Executive Assistant, Facilities & Production Manager, Cleaner

Salary: Competitive Salary, depending on qualifications and experience

Part Time: 25-32 hours per week (mat cover), with regular attendance on Sundays.

Flexibility is essential.

This post is a maternity cover temporary contract and subject to three-month probationary period.

The role has a Genuine Occupational Requirement (GOR) to be a practicing Christian.

A DBS check at enhanced plus level is required for this role.

LPC (Leatherhead Parish Church) is in a new season of growth after undergoing a revitalisation partnership within the Diocese of Guildford in partnership with HTB in September 2022.

We have a vision to 'love God, love people and make disciples of Jesus.'

As a church, we are Jesus-centered, Bible based and led by the Holy Spirit. As an HTB resource church, we have a vocation to train leaders and plant churches to play our part in the evangelisation of the nation, the revitalisation of the church and the transformation of society.

As part of the Senior Leadership Team, the Operations Manager leads, inspire and transform the day-to-day operation of church life. Working alongside the Rector, this role will provide a visible leadership focus to the wider congregation and staff team. Our wonderful Operations Manager will be going on Maternity leave from mid-September, this is a mat cover post.

A key aspect of this role is volunteer recruitment, development, management and deployment. You will seek to release volunteers to assist in the operational life of the LPC.

It will also include fostering a positive working environment, implementing effective structures, and providing a link between the work of the office and the wider life of the church. While holding responsibility for Operations, team members are expected to be actively involved in the life of LPC beyond their area. A commitment to this is vital.

Hours and Place of work

You will be expected to work 25-30 (to be decided with the candidate) hours a week, including occasional Sundays. Days off to be mutually agreed upon. Most work will be expected to be performed during normal office hours, although there will be seasons in which there may/will include evenings and weekends of work. The successful candidate will be entitled to 25 days paid holiday (in addition to the 8 public holidays) each year.

You will be provided a suitable working space within the church office with Laptop, work phone and necessary equipment.



Operations Manager

Key Duties

Church Life Strategy, Vision and Leadership

- Support the Rector in implementing the vision and strategy of the church.
- Lead, motivate and develop the team to assist with the implementation of the vision and strategy.
- Plan and develop the structures needed to support the church's mission.

Sunday Services Coordination

- Co-ordinate requirements for all Sunday services including service rotas with the parish administrator.

Finance

- Day to day oversight of finances in conjunction with the Rector, Treasurer (and Bookkeeper) and Finance Team.
- Lead Grant Applications in supporting the vision of the church.
- Manage church budgets.
- Managing major supplier contracts and utilities.
- Work with our accountants to prepare annual accounts.

Facilities and site maintenance

- Work with the Facilities manager, building teams and Reeves trust to ensure all building and site maintenance/improvement contracts, including residential properties.
- To oversee the renovations of the Church building and The Lighthouse.
- Overall responsibility for Health & Safety compliance including relevant training.

HR & Payroll

- Responsible for all HR administration.
- Work with the Rector to recruit new members of staff and volunteers.
- Oversee the performance management process (alongside Rector) to measure and evaluate staff progress against the strategic goals for the church.
- Work with our HR specialists to ensure all church policies, staff handbook, are up to date and compliment with charity and employment law.
- Liaise with the treasurer and bookkeeper re staffing/payroll changes.
- Ensure employment records are maintained and kept up to date.

Other

- Oversee special projects and new initiatives as required.
- To comply with the PCC's Safeguarding policy at all times.
- To attend the Church and to play a full part in the worship life of the community through being part of a midweek group/serving on Alpha.
- To take a full and active part in the life of LPC, including staff and prayer meetings.
- Pray for the group members and leaders.
- To ensure the Bookings of the Church and Hall are well managed through our online provider.
- To ensure the rising generations and families remain a priority in the Church and to encourage prayer and support.
- Attend training and development days run by HTB and the diocese, by agreement with the Rector.
- Other tasks and responsibilities in consultation with the Incumbent as this new post develops.



Operations Manager

Skills & Experience

Strong proven leadership skills

- The ability to build teams
- The ability to build effective working relationships at all levels, including with clergy, staff and volunteers
- Effective delegation and empowerment
- The ability to deal with queries and situations from the congregation of the church
- The ability to think clearly and strategically and present practical and realistic solutions

Excellent written and verbal communication skills

- Articulate, with the ability to think ahead and communicate in a timely fashion using various media

Strong organisational and prioritising abilities

- Strong project management experience
- The ability to prioritise and multitask, with both the ability to work proactively and respond with flexibility
- High level of organisational skills
- A can-do attitude also with the ability to say no and set boundaries
- Excellent attention to detail and accuracy

Competent with Microsoft Office. Experience of other media platforms eg Squarespace, Churchsuite and other programmes desirable.

Personal Characteristics

- Regular and committed follower of Jesus and church member
- Self-motivated with the ability to work under pressure and manage priorities
- Positive, can-do attitude, with the energy to see initiatives through to completion
- Confident and friendly with abundant grace and patience

Under the Equalities Act 2010 there is a genuine occupational requirement the post holder to be a practicing Christian. We would only appoint someone who is in full agreement with LPC vision, values and agrees to LPC's Staff commitment.

To Apply

For an informal chat please contact Will Perry (Rector), will@leatherheadparish.com.

To Apply: Please email a CV, and an application form to will@leatherheadparish.com

Closing Date: **18 July 2024**

Interviews: to follow: 21 or 22 July.

Start Date: September 2024

leatherhead.church