

Farnham Baptist Church is seeking to employ an Operations Manager.

The Operations Manager will work alongside the ministers and deacons, and under their direction, towards the Church's agreed strategies and goals. He / she will take responsibility for delivering efficient and effective church operations in a way which enables members to participate by using their gifting.

Key Responsibilities

Ensure policies and procedures are legally compliant, maintained and adhered to:

- This will include, at least: Health and safety; Fire safety; Covid-19 guidelines; Food hygiene; Safeguarding; and GDPR.
- Identify and develop other policies as required.

Take responsibility for the use and maintenance of the church building:

- Develop and maintain policies which describe how the building may be used, by whom and under what circumstances.
- Manage bookings and use of the building by those booking.
- Organise and coordinate maintenance and repairs to the building, its fixtures and fittings.
- Manage contracts for equipment and premises maintenance, utilities and insurance.
- Manage church cleaning services.

Ensure there are suitable systems processes and tools for all necessary administration processes:

- Ensure IT equipment, software and services are fit for purpose and maintained.
- Develop and manage administrative systems.
- Ensure database systems are kept up to date.
- Manage storage of current and historic documents.

Ensure proper functioning of office / reception:

- Ensure it is staffed, and equipped, and volunteers are trained, so that it assists in satisfying administrative and maintenance requirements and so that it functions well as key point of contact and welcome for visitors and enquiries.
- Ensure it provides secretarial services as required for Leadership team.
- Direct internal and external communications.
- Develop and maintain the Church Website.

Take responsibility for Human Resources management:

- Ensure compliance with employment legislation.
- Ensure recruitment policies are in place.
- Ensure employment policies are in place.

Ensure practical preparation for Sunday Services and events:

- Ensure the booking system is working correctly and updated as required.
- Communicate and coordinate with the stewarding / welcome team and AV team.
- Organise, produce and set up media and software for services and events.

Take responsibility for utilising members' gifts in delivering on all of these key responsibilities.

As a Church we believe that we are called to use our gifts to serve God, one another and the world. The role of the Ops Manager therefore is not to do all the above items themselves but to enable, support and encourage the members of the church to use their gifts so that these things are done.

The postholder:

- Will participate in the worshipping life of the church.
- Will maintain sufficient overview of all church activities to be able to deliver on key responsibilities.
- Will attend internal team meetings: Ministers and Deacons meetings, training, prayer meetings and overall team activities as and when required.
- Will be accountable to the Charity Trustees, line managed by Church Secretary, without holding Trustee status.
- Will act as line manager for Church Administrator.
- Will act in the best interests of the church, and in the spirit of good teamwork, in support of the overall vision of the church as it seeks to bring honour to Christ's name by discipling His people and by making His name known in Farnham and around the world so that others would come to follow and honour Him too.
- Will follow Church policies.

Personal specifications:

- A committed Christian: committed to growing in Christ and godliness; committed to His people in Farnham and beyond; and, committed to reaching the lost.
- A background with broad experience of strategic and operational management.
- Excellent communication skills, verbal and written.
- Good computer skills.
- Able to make decisions and take responsibility.
- Able to balance competing demands on their time and communicate effectively with colleagues.
- Able to deal professionally and sensitively with people.
- Able to pay attention to detail and work to a high standard.
- A clear Disclosure and Barring Service check.

Additional information:

Hours: 37.5 hours per week – worked flexibly by agreement.

Holiday: 5 weeks per year.

Probation: 6 months.

Notice: 3 months notice of wish to terminate the employment.

Salary: £30,000 – £35,000 pa.

Occupational requirement: There is a Genuine Occupational Requirement that the appointee to this post should be an evangelical Christian with a firm faith, able to commend Christ from personal experience of His grace. Equality Act 2010 Schedule 9, Part 1:3(a) applies.

Enquiries / Application:

For further enquiries, please contact the Church Secretary: phil.barnardo@farnhambaptist.org.uk

To apply for the post, please send a covering letter with CV to the Church Secretary at the address above before Sunday 22nd May 2022.