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| Job Title: | **Operations Manager** | Travel Required: | Yes - occasional |
| Department/Group: | Leadership | Position Type: | Part Time (20 hours), 2 years fixed term contract |
| Location: | Arise Church, Kingswinford | Date Posted: | 30/10/19 |
| Level/Salary Range: | **£30,000 per annum** (£15,000 pro rata) | Posting Expires: | 22/11/19 |
| Job Description | | | |
| We are looking for an organised, exemplary Operations Manager to oversee our church’s operations, and to lead and direct our staff. The Operations Manager will set goals for staff to accomplish the church's mission and vision. You will support, coach and assess staff and implement processes to optimise the operational capabilities of the church. You will be expected to strive to expand and support the development of the church and its people, and manage resources effectively.  To ensure success in this role you need to perform a wide range of duties in a manner that reflects and supports the culture, ethos and spiritual basis of Arise Church. Ideal applicants should be capable leaders, spiritually mature and organised.  **ROLE AND RESPONSIBILITY**   * Overseeing church operations * Leading, overseeing and having regular meetings with staff * Guiding and improving interactions between Senior Pastor, Senior Leadership Team (SLT), Trustees and other staff members * Collaborating with senior pastor and SLT regarding mission and vision of the church * Managing human resources operations, and collaborating with the senior pastor to recruit, train, and appraise staff * Creating annual budgets * Overseeing financial, budget and fundraising operations * Assisting staff to manage departmental budgets * Reviewing, creating and implementing policies and procedures to ensure effective operation of church   **ESSENTIAL SKILLS**   * Evident relationship with Jesus Christ and spiritual maturity * Proficient with IT and MS Office Suites * Demonstrated leadership skills and principles * Outstanding organisational skills * Financial management experience * Proven line management skills * Team player * Proficient multitasking skills  ADDITIONAL NOTES Information on annual leave allowance, sick pay, maternity/paternity leave and other details regarding this post will be detailed in the Staff Handbook.  **\*Under the provisions of the Equality Act 2010, there is a requirement that the post holder is a Christian with an active faith in Jesus Christ.** | | | |

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| Reviewed By: | Ps Andy Aston | Date: | 14/10/19 |
| Approved By: | SLT and Trustees | Date: | 15/10/19 |
| Last Updated By: | Ps Andy Aston | Date: | 24/10/19 |

Interested candidates are invited to submit a brief written application (400 words maximum) expressing their interest and explaining why they consider themselves suitable. These will be assessed and candidates progressing to the next stage will be invited to submit a full letter of application and attend interview.

Closing date for initial expressions of interest is 22nd November 2019. Written applications should be marked private and confidential and sent to Pastor Andrew Aston at [Andy.Aston@arisechurch.uk](mailto:Andy.Aston@arisechurch.uk)

For an informal discussion about the role please contact Pastor Andrew Aston on 01384 401228