

Role Profile: Operations Manager

Job purpose

This is a leadership and management role in the church working closely with the Vicar and the Church Wardens to enable them to fulfil the vision and purpose of Christ Church: “To know Jesus and make Jesus known, in the community, to the glory of God,” with specific responsibilities for oversight of governance, compliance, buildings, HR, lay staff line management and more. The purpose of the role is to support the PCC in managing the church well thereby releasing ministry staff for pastoral duties.

Key Responsibilities

Management

To oversee the operational aspect of church management that underpins the ministry and vision of the church, including overseeing:

- the planning and preparation for Sunday services, working closely with the clergy on all of the people and technical components of Sunday worship.’ the running of the church campus
- the day-to-day activities of the Administration and Finance Teams
- the maintenance of the church buildings, liaising with the Buildings and Grounds Committee and supervising cleaning
- activities, events and external hires
- maintenance of HR, payroll and pensions framework for staff employed by the PCC
- the development and implementation of the strategic vision as it pertains to operations
- the management of the operational budget
- line-managing administrative staff team
- working with our external IT support company, Rydal.

Governance

- Ensure compliance with statutory requirements including:
 - GDPR - Data Controller
 - Charity Commission
 - Church of England reporting
 - Electoral Roll oversight
 - Building and landlord responsibilities
 - Safeguarding in conjunction with the Parish Safeguarding Officer
 - Overseeing DBS processes to ensure compliance
- Oversee the production and maintenance of church policies as required to meet statutory requirements and to ensure the safety and well-being of staff, congregation, premises users and visitors. Where necessary, ensure that policies are underpinned by administrative processes.

Operations

- Together with the Church Wardens, and, where necessary, the Archdeacons and Diocesan Advisory Committee, take responsibility for the upkeep of all church buildings, staff houses, church sites and facilities, ensuring they are managed and maintained effectively and efficiently to provide a safe and welcoming environment.
- Deal with routine and exceptional operational issues as they arise
- Identify and coordinate repairs, redecoration and cleaning including buildings repairs in conjunction with the Buildings and Grounds Committee.

- Oversee office and administrative systems, e.g. web site platforms, contact management, finance packages, CCLI reporting, livestreaming and AV support, and other systems
- Ensure compliance with all legal requirements for buildings, including arranging necessary certification (gas safety, Electrical safety, fire safety, etc).

Terms and Conditions of Employment

- There is a Genuine Occupational Requirement (GOR) that the post-holder is a practicing Christian
- It is a condition of employment that the Operations Manager:
 - subscribes to the Christ Church Statement of Faith
 - endorses the Church's vision and purpose
 - Is a regular Sunday attender at Christ Church
 - understands, accepts and abides by the policies in the Employee Handbook
- Salary range £37,000 to £40,000 depending on skills and experience
- 24 days holiday per annum plus all public holidays
- Monday to Friday 37.5 hours per week
- Full time role based at Christ Church Virginia Water.
- Generous pension scheme.

Accountability & Working Relationships

- The contract will be with the PCC.
- The Operations Manager will report directly to the Vicar and work closely with Church Wardens and other members of the PCC as required.

Essential Experience & Qualifications

- A vibrant personal faith in Jesus Christ
- A proven track record of delivering high-quality operational and/or administrative services
- A high-level of PC literacy including proficiency in Microsoft Office (Word, Outlook, Excel, PowerPoint)
- Ability to be able to manage a diverse workload and prioritise tasks
- Flexible and enthusiastic, "can do" attitude
- Experience of managing people

Desirable Experience & Qualifications

- Relevant qualifications e.g. Health & Safety, First Aid, Food Hygiene
- Good time management
- A sense of humour
- Relational and bridge-building skills
- Experience of governance
- Health and Safety training, e.g. food safety, fire safety
- Experience of Project Management methodologies

Who Are We: Christ Church, Virginia Water

We are a Church of England Parish Church located in the beautiful Surrey village of Virginia Water. We are a congregation made up of an international family drawn from over 25 different countries, many Christians of various denominations, living within a 10-mile radius of Virginia Water. We rejoice in our rich diversity but are united in knowing Jesus Christ as our Lord and Saviour and share a desire to help one another, from God's Word, to discover our full potential in a personal relationship with God through Jesus Christ. We are discovering that Jesus brings meaning, purpose and fulfilment as we grow to know him, to trust him and to serve him together for his glory. This is clearly expressed in our vision and purpose statement "To know Jesus and make Jesus known, in the community, to the Glory of God."

Our team comprises Vicar, Curate, Children's and Families Pastor, Youth, Student & Young Adult Worker and Worship Director, Operations Manager, Finance Administrator (part-time), Parish Administrator (part-time), and a large team of committed volunteers.

Vision and Purpose

Our Vision is to "To know Jesus and make Jesus known in the community, to the Glory of God". Our purpose is "Knowing Jesus and Making Jesus Known" and we seek to bring this to life through our five vision strands:

Reaching and Growing – enabling the Church to serve the Community

Maturing and Equipping – care and nurture of every member of the body of Christ

Influencing and Caring – addressing issues of current concern locally, nationally and beyond

Spreading and Promoting – using contemporary media to spread the Good News

Serving and Sharing – supporting missions, sending resources and skills through teaching and training.

Further details and an informal conversation – please contact Revd Dr Simon Vibert simon.vibert@cc-vw.org