



Job Title: Church Operations Manager

Location: Connect Church

Hours: 35 hours per week (the role may be considered suitable for job sharing)

Contract: Permanent

Holiday: 25 days P.A. plus statutory holidays

Salary: £28,000-£30,000

Responsible to: Minister

Job Purpose:

To support the Minister in the delivery of the church's purpose and objectives, by taking responsibility for the day-to-day running and delivery of church operations in respect of:

- Governance and Policy
- Financial management
- Property and Facilities
- Technology
- HR
- Administration

The role supports the Minister, the leadership team and the Trustees in the development and delivery of the church purpose and values.

Main Duties and responsibilities:

1. Governance and Policy

- Working closely with the Minister and the Trustees to ensure that the church has up-to-date policies in place in all areas specified by the Charity Commission, and other areas as appropriate. Ensure policies are reviewed and updated at specified intervals.
- Advising the church on matters relating to the Charitable status of the church and liaising with the Charity Commission, including the completion of the annual return.
- Dealing with legal and other matters that affect the church with the assistance of appropriate professional advisers when needed or appropriate.
- Responsible for ensuring that the church has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover.
- Act as the Data Controller in accordance with the Data Protection Act.
- Attend the quarterly Trustee meetings and providing updates on progress within areas of responsibility.
- Keep governance knowledge up to date, including Charity law and compliance developments

2. Financial management

Responsible for the delivery of financial management for the church including:

- Financial planning, including the preparation of short and long-term budgets and forecasts.
- Monitoring income and expenditure in relation to budget and presenting monthly management reports to the Trustees
- Monitoring of departmental and other operational budgets
- Exercising financial control of all expenditure, current and planned
- Preparation of annual financial accounts, statutory returns and the audit process
- Monitoring of risk and asset registers
- Supervision of payment of all salaries, and deductions, and compliance with regulations for benefits in kind
- Financial admin including bookkeeping, making payments and overseeing double authorisation, management of bank accounts and co-ordination with other members of the finance team
- Identifying fundraising opportunities and making grant applications

3. Property and Facilities

- Responsible for ensuring that the fabric of the building is kept in good condition and is secure and safe for staff, church attendees and visitors, as well as ensuring that building maintenance and repairs are undertaken in a timely way.
- Assisting the Minister in liaising with 3rd parties and contractors e.g. Church Cleaner and Building Support to keep the building clean tidy and operating safely.

- Responsible for the management of Health and Safety, including being a single point of contact to report concerns, conducting risk assessments and communicating updates to staff, volunteers and Trustees.
- Ensuring compliance with Health and Safety obligations and the terms of our insurance policies, including PAT testing, EICR inspections and Fire Risk Assessments.

4. Technology

- Responsible for the running and development of church technology, including the Church database (Church Suite)
- Identification of opportunities to enhance the functionality and increase automation of manual processes
- Ensure the digital presence of the church is maintained and developed.
- Ensure controls and checks are in place to fight against external and internal fraud to protect the church.

5. HR

- Carry out administration relating to the Safer Recruitment Policy, including overseeing DBS applications on behalf of the Safeguarding Coordinator.
- Ensure that all relevant staff have contracts of employment, volunteers have appointment letters, and that standard contracts are up to date as new legislation takes effect
- Book training for staff/volunteers and keep records to comply with current legislation e.g. safeguarding, food hygiene, first aid etc.
- To take the lead on employment matters, taking specialist advice as needed.

6. Administration

- Carry out general administration tasks on behalf of the Minister including the maintenance of essential church records
- Facilitate communication between the different ministry teams and ensuring they all have the correct information and resources to carry out their roles effectively
- Ensure the smooth running of Sunday services and facilitating communication between all those involved
- Manage the church calendar, working with the Leadership Team, Team Co-Ordinators to plan and deliver events, courses and meetings, including the venue bookings/invoicing process.
- Responsible for the purchasing of goods and services for the church, and managing stock levels
- Be confident in praying/ministering to people who may come into the church
- Sign post Church members/public to the correct Team Coordinators/Ministries

PERSON SPECIFICATION

The role requires an all-round candidate who will be an excellent leader, communicator and negotiator, an organiser, a strong administrator and have a proven record of effective financial management. The successful candidate will be flexible, energetic, creative and willing to go the 'extra mile'. He/she will be positive, open minded, team spirited and hardworking. A good level of education and relevant experience is essential. Given the breadth of the role, it is recognised that no candidate can be expert in all areas associated with the role, but they will be expected to source advice from within the Church community, the wider AOG network, and from specialist advisors.

SKILLS REQUIRED:

- Excellent mathematical skills, although a full accounting qualification is not necessary, a thorough understanding of financial accounts is essential
- A high level of attention to detail and accuracy
- A good level of ICT competence particularly in Microsoft Office suite, and database management
- Strong leadership and management skills
- Excellent problem-solving skills
- Ability to work under pressure and meet deadlines
- Ability to learn quickly and assimilate information
- Excellent communication skills, oral and written
- An excellent team worker with the ability to build good relations with staff, congregation and the wider community
- Empathy
- Able to work on his/her own.
- Flexible and adaptable with a hands-on and can-do attitude
- A willingness to take on responsibility and lead by example

EXPERIENCE REQUIRED:

- The possession of relevant business experience.
- The ability to produce budgetary estimates, reports, cash flow and financial and statistical summaries.
- Knowledge of the principles and methods of book-keeping and their adaptation to various purposes, including the preparation of final accounts in conjunction with the church's auditors.

- He/she will also have an awareness of some or all of the following which form important parts of the role:
 - Company and Charity Law
 - Employment Law
 - Data Protection

General:

All employees of the church and the Trustees are required to commit to:

- Help develop and deliver the mission/charitable aims of the church
- Work within AOG's statement of faith (and bylaws) and commit to Connect Church Purpose and Values
- To abide by the policies of Connect Church and the disciplinary guidelines of AOG including the Ethos Statement & Employee Code of Conduct
- An understanding and declared acceptance of the duties of the post

Given the nature of this role, it is preferred that the postholder comes into partnership with Connect Church.

We have a Genuine Occupational Requirement (GOR -Equality Act 2010), relating to Religion or Belief and Practice of Sexual and Moral Conduct and Lifestyle. For the purpose of both of the above Regulations it is considered to be a Genuine Occupational Requirement that you share and endorse the understanding that Connect Church Cornwall has, as a Pentecostal evangelical church, of Christian faith, conversion and commitment, sexual and moral conduct and lifestyle. If further clarity is required this can be provided on request.